

**NORTH EAST JOINT TRANSPORT COMMITTEE**  
**RECORD OF DELEGATED DECISION BY OFFICER**

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**1. Subject of decision**

Procurement Award – Summative assessment for Go Ultra Low Carbon North East Programme

**Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution)**

**Joint Transport Committee Scheme of Delegation -- Proper Officer for Transport**

- 3 Contracts and Accounts:
- (ii) The acceptance of the tender or quotation duly assessed as being the lowest or the most economically advantageous:
    - a) For the supply of goods, materials or services for which financial provision has been made in JTC's Revenue Budget up to a limit of £100,000 in value for any one transaction

This decision has been delegated to one or more officer(s) under:

- (a) A specific express authorisation was given to make and enter into appropriate contracts in relation to each project after specified consultation.
- (b) a general authorisation to take such decisions **and**, the effect of the decision is to:
  - (i) grant a permission or license;
  - (ii) affect the rights of an individual; or
  - (iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

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**2. Name and Title of Decision Maker**

Tobyn Hughes, Managing Director, Transport North East

**3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest**

None

**4. Executive Summary**

A procurement exercise has been carried out to procure a consultant who will undertake a summative assessment as part of the project's close down. A summative assessment is a mandatory requirement by ERDF.

The tender process was carried out in line with ERDF procurement guidance. As the value of the tender was under £15,000, requests for three written quotes from suppliers in the relevant filed were sought. Two suppliers submitted responses.

The tender price falls within the available budget of £10,000 and offers excellent value for money as it enables the full specification to be delivered.

**5. Decision(s)**

Centrifuge will be notified of the intention of Transport North East to award the contract and enter in the agreement. A contract will be prepared and sent to them for signature.

**5(b) If Exempt or Confidential, please provide a reason:**

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**6. Alternative options considered**

There were no alternative options.

**7. Reasons for the Decision(s)**

To secure the delivery of the five Go Ultra Low North East programme

**8. Contact Officer**

Name: Kim Farrage  
Title: Senior Specialist Transport Planner  
E-mail: kim.farrage@northeastca.gov.uk  
Tel: 0191 2778971

**9. Date of Publication**

**10. Date of Call-In Deadline**

n/a (not a key decision)

**11. Implementation Date**

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**Signature of the Decision-Maker**



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Please return the following to Emma Reynard in Democratic Services  
([emmareynard@gateshead.gov.uk](mailto:emmareynard@gateshead.gov.uk)) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report
- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.

**Decisions must not be implemented until the call-in process is completed.**  
Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.