

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

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**1. Subject of decision**

Procurement Award – Research looking at enhancing the working relationship between the Regional Heads of Transport and Transport North East

**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.

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

Tobyn Hughes, Managing Director, Transport North East

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**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 an independent supplier to carry out a piece of research to identify opportunities to improve joint working between Transport North East, and Heads of Transport from all seven north east local authorities, plus Nexus.

The research will consist of individual interviews, a workshop to discuss answers and emerging themes and production of a findings report with recommendations for moving forward.

The tender process was carried out in line with Durham County Council's procurement process, using their procurement contractor Bloom. Ten potential suppliers were invited to make a tender submission.

The tender price of the successful supplier (MMC) is £6,000 which falls within the available budget of £6,000. The price offers value for money as it enables the full specification to be delivered.

**5. Decision(s)**

Following approval, MMC 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:**

**6. Alternative options considered**

There alternative option is to not progress with the research.

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

The successful tender is within budget and will enable all aspects of the specification to be delivered to the set timescale.

**8. Contact Officer**

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Title: Strategic Transport Lead  
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**9. Date of Publication**

3 February 2022

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

n/a (not a key decision)

**11. Implementation Date**

3 February 2022

**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.