

NORTH EAST JOINT TRANSPORT COMMITTEE
RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of Decision

Procurement Award – Project management support for the procurement and delivery of BSIP / EP data assets.

2. Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution or Decision Notice)

JTC Procedure Rule 33 - Urgent Decisions:

Where a decision needs to be taken urgently and it is not practical to convene a quorate meeting of the appropriate body (i.e. the Joint Transport Committee, or any other committee, sub-committee of the Joint Transport Committee), the Head of Paid Service, in consultation with the Proper Officer for Transport, the Chair (or in their absence the Vice Chair) of the relevant committee, the Chief Finance Officer and the Monitoring Officer has the authority to take an urgent decision. In such circumstances, the Head of Paid Service must report that decision to the next meeting of the appropriate decision making body which would have otherwise made that decision.

This decision needs to be taken urgently because there are tight timescales to begin work on the BSIP data procurement work for which this Project Management support contract provides. These activities need to commence ahead of the next formal JTC meeting in June 2023, therefore an urgent decision needs to be made.

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

(a) A specific express authorisation was given to the *Head of Paid Service / Monitoring Officer / Chief Finance Officer* by the *Joint Transport Committee* on *xx.xx.xxxx* 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:

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- (i) grant a permission or licence;
- (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.

3. Name and Title of Decision Maker

Patrick Melia, Head of Paid Service, NECA

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

None

5. Executive Summary

A procurement process has been carried out on behalf of Transport North East by Durham County Council using their procurement contractor Bloom. The procurement was carried out via a competition and seven potential suppliers were invited to bid. We are now in the final stages and would like to progress to contract award. This report seeks approval to award the contract to Systra, who on behalf of Transport North East will be required to project manage three priority workstreams:

- Procurement of analytics for the BSIP and EP
- Procurement of enhanced and integrated storage, processing, and management of data
- Regional multi-modal strategic transport model

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6. Decision(s)

Systra 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.

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

n/a

7. Alternative options considered

Not award the contract

8. Reasons for the Decision(s)

To support the region's Bus Service Improvement Plan and Enhanced Partnership through enhanced data assets. These assets will allow for the Key Performance Indicator's set out in the BSIP to be effectively measured in order for us to be able to measure the effects of increased investment in the region's bus network. In addition, enhancements made now will allow for improved data processes in the region in the long run.

9. Contact Officer

Heather Jones, Head of Enhanced Partnerships

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Jamie Morphet, Transport Partnerships and Policy Officer

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10. Date of Publication

26/04/2023

11. Date of Call-In Deadline

N/A

12. Implementation Date

26/04/2023

Signature of the Decision-Maker



Please return the following to Emma Reynard in Democratic Services (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.



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