



## **RECORD OF DELEGATED DECISION (OFFICER)**

<b>1. Decision Reference No.</b>	<b>CEX376</b>
<b>2. Name/Title of Officer</b>	<b>Michelle Howard Director for Housing and Communities (Deputy Chief Executive)</b>
<b>3. Email address of Officer</b>	<a href="mailto:mhoward@melton.gov.uk">mhoward@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>Release of funds for replacement Chipper</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>  To procure a replacement woodchipper to enable the Environmental Maintenance team to efficiently deliver a service that complies with health and safety regulations.	
<b>8. Reasons for Decision:</b>  The previous woodchipper had become obsolete and didn't comply with the current risk assessment. it was a domestic chipper that had limitations on material sizes and volumes with a manual feeder. The chipper was sold early 2023 along with several other pieces of equipment that were no longer fit for purpose or complied with health and safety.  A new woodchipper was sourced in line with procurement rules, that meets the specifications required, including a self-feeder, eliminating the need for operatives to manually feed the material, reducing the risk of injury.  When Environmental Maintenance complete shrub and tree work, the material is taken to an on-farm composter in Scaford to be processed and disposed of. A new chipper would enable the team to chip wood on site, which will eliminate the need to travel, reduce fuel consumption and improve efficiency within the team.  The team need to be reactive to carry out tree work in emergency situations, such as wind-blown trees and trees that present a health and safety risk to property or members of the public. An onsite chipper is required for these eventualities to ensure the team have the equipment to deal with these incidents.	

The wood chippings produced will be used on our land, for flower beds, allotments and to improve the quality of the soil. Friends of Melton Country Park group will also use the material for various projects within the park.

**9. Authority / Legal Power:**

The Director for Housing and Communities has delegated authority to take any decision in relation to the functions within their area of service responsibility as detailed within the constitution. This includes the Waste and Environmental Management Services.

**10. Background Papers attached?**

**No**

**11. Alternative options available / rejected:**

The following options were considered and rejected: -

1. Continue tree and shrub work without a woodchipper – Higher fuel consumption, inefficient use of resources and materials.
2. Hire a woodchipper – Significant hire costs with a minimum hire rate duration. Limited availability locally and no guarantee of availability in emergency situations.

**12. Implications:**

<b>Legal</b>	<p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts.</p> <p>In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council’s Contract Procedure Rules and the Council’s Financial Regulations</p> <p>[Legal Approval – 5 November 2023]</p>
<b>Finance</b>	<p>The capital cost of replacement is £13,814 which will be funded from the vehicle and equipment repairs and renewal fund.</p> <p>Provision has been made within the current capital programme for 2023/24 for this purchase.</p> <p>[Finance Approval – 3 November 2023]</p>
<b>HR</b>	<p>No HR implications</p> <p>[HR Approval - 7 November 2023]</p>

**13. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)**

<b>Signature of Decision Maker with authority to sign (See Section 9):</b>	Email approval received <b>Michelle Howard</b> <b>Director for Housing and Communities (Deputy Chief Executive)</b>
<b>Consultation with:</b>	N/A
<b>Date:</b>	<b>9 November 2023</b>

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