

## **Record of Decisions**

### **Staff Travel Contract Award Approval**

#### **Decision Taker**

Cabinet on 21 March 2023.

#### **Decision**

That the preferred supplier, as set out in Exempt Appendix 2 be awarded a contract for the provision of staff travel solution for a fixed term of three years from no later than 28 June 2023 and may be extended for a period of up to two further years in increments of up to 12-month periods.

#### **Reason for the Decision**

Although the new contract is not due to start until 28 June 2023, it is essential to commence the implementation work immediately to allow the supplier to order and mobilise the required electric cars for dedicated Council use.

#### **Implementation**

This decision will come into force and may be implemented on 3 April 2023 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

#### **Information**

The current contract of hire cars for staff travel use was due to expire on 28 June 2023. Hire cars were used by staff across various Council departments for long-distance travel for work purposes. The current expenses policy explains that employees can elect to use a hire car for any single or return journey of 75 miles or more, but use of hire cars was compulsory for any one-off return business trips of 120 miles or more.

A competition procurement exercise using the Crown Commercial Services (CCS) framework was carried out to identify a supplier to provide a new and sustainable staff travel solution from 28 June 2023.

At the meeting Councillor Carter proposed and Councillor Cowell seconded a motion that was agreed unanimously by the Cabinet, as set out above.

#### **Alternative Options considered and rejected at the time of the decision**

There were no alternative options considered, as the proposal was an outcome of a further competition call-off exercise using the CCS framework to procure a new staff travel solution provider who would meet the Council's requirements.

#### **Is this a Key Decision?**

No

#### **Does the call-in procedure apply?**

Yes

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None.

**Published**

24 March 2023

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet