

**Meeting:** Cabinet **Date:** 21 November 2023

**Wards affected:** All

**Report Title:** Fuel and Electric charging cards

**When does the decision need to be implemented?** Upon conclusion of the call-in period

**Cabinet Member Contact Details:** Councillor Tyerman, Cabinet Member for Housing, Finance and Corporate Services, alan.tyerman@torbay.gov.uk

**Director/Divisional Director Contact Details:** Malcolm Coe, Director of Finance, Malcolm.coe@torbay.gov.uk

## 1. Purpose of Report

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- 1.1 The provision of fuel cards and associated services contract with the current supplier, procured via CCS Framework RM6000, is due to expire on the 22 March 2024
- 1.2 Approval sought for the direct award of contract utilising the CCS RM6186 framework which allows all public sector organisations to buy vehicle fuel/electric charging from service stations and fuel stations using a fuel/electric charging card.

## 2. Reason for Proposal and its benefits

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- 2.1 Continuation of provision of fuel and electric vehicle charging cards required for Council and wholly owned companies staff travel needs. Benefits of using these cards include:
  - Savings on fuel reflected in a reduction (pence per litre) off pump price.
  - Allocation of charging cards to vehicles and drivers means that employees will not need to make expense claims for fuel or electric charging.
  - Managers are able to control costs.
  - Carbon emissions reports are also available to help with the development of our carbon reduction plan.

### 3. Recommendation(s) / Proposed Decision

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1. That delegated authority be given to the Director of Finance to award the contract for fuel and electric vehicle charging cards following completion of the CCS RM6186 Framework process for a contract duration of two years and an extension of up to two years (four years in totality).

#### **Background Documents**

None

# Supporting Information

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## 1. Introduction

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- 1.1 The current service provider for fuel and electric vehicle charging cards is Allstar Business Solutions Limited. Allstar are the leading supplier with the most coverage across the UK for electric charge ports and petrol stations and are recommended by market experts.
- 1.2 The requirement centres on the need for drivers of vehicles to simply fill up at a filling station and present a card to enable the transaction. Allstar provides a Fuel Card with a consolidated invoice showing full details of each transaction to the organisation for payment. This detailed management information assists organisations to control their fleet fuel spend and allocate less time to dealing with administrative tasks. Carbon emission reports are also available to organisations.

## 2. Options under consideration

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- 2.1 The only option under consideration is the need to reprocur a provider of fuel and electric charging cards for staff travel as the existing contract ends in March 2024.

## 3. Financial Opportunities and Implications

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- 3.1 Net spend for Torbay Council during 2022/23 financial year was £68,485, therefore we are anticipating a contract value of £274k excluding VAT (over a period of 4 years).

## 4. Legal Implications

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- 4.1 There are no legal implications.

## 5. Engagement and Consultation

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- 5.1 None

## 6. Purchasing or Hiring of Goods and/or Services

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- 6.1 Social Value will not be included within this contract,

## 7. Tackling Climate Change

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- 7.1 Carbon emission reports will be made available which will indicate the type of travel used (EV or fuel) and the distance travelled.

## 8. Associated Risks

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8.1 If the proposal is not approved, staff will be without fuel or electric cards for staff travel needs.

## 9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

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	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			No differential impact
People with caring Responsibilities	Staff with a duty of care will be able to use fuel and electric cards and therefore can be assured that any travel cost in relation to fuel or re-charging will be met.		
People with a disability			No differential impact
Women or men			No differential impact
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			No differential impact
Religion or belief (including lack of belief)			No differential impact
People who are lesbian, gay or bisexual			No differential impact
People who are transgendered			No differential impact
People who are in a marriage or civil partnership			No differential impact
Women who are pregnant / on maternity leave			No differential impact
Socio-economic impacts (Including impact on	Staff will be able to use fuel and electric cards without the		

child poverty issues and deprivation)	need to have to pay for fuel or charging themselves.		
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			No differential impact

## 10. Cumulative Council Impact

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10.1 None

## 11. Cumulative Community Impacts

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11.1 None