

**Meeting:** Cabinet **Date:** 21<sup>st</sup> March 2023

**Wards affected:** All

**Report Title:** Staff Travel Contract Award Approval

**When does the decision need to be implemented?** ASAP

**Cabinet Member Contact Details:**

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## 1. Purpose of Report

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- 1.1. The current contract of hire cars for staff travel use is due to expire on 28<sup>th</sup> June 2023.
- 1.2. Hire cars are used by staff across various Council departments and mostly by Children's Services and 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 is compulsory for any one-off return business trips of 120 miles or more.
- 1.3. A further 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<sup>th</sup> June 2023.

## 2. Reason for Proposal and its benefits

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- 2.1. The proposal in this report is the award of the contract for the new staff travel supplier who will continue providing a solution for both short and long-distance business journeys while promoting sustainability.
- 2.2. Although the new contract is not due to start until 28<sup>th</sup> 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.

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

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- 3.1. That the preferred supplier be awarded a contract for the provision of staff travel solution for a fixed term of three (3) years from no later than 28<sup>th</sup> June 2023 and may be extended for a period of up to two (2) further year(s) in increments of up to 12-month periods.

#### **Appendices**

Appendix 1 – Supporting Information

#### **(PART 2) EXEMPT – Commercial in confidence**

Appendix 2 – Preferred Supplier and Projected Costs