

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 09/10/18

Subject:	Corporate Travel and Accommodation Contract		
Corporate Director(s)/ Director(s):	Candida Brudenell – Corporate Director of Strategy and Resources Steve Oakley – Acting Director of Commissioning and Procurement		
Portfolio Holder(s):	Councillor Graham Chapman		
Report author and contact details:	Kaj Ghattaora; Provider Performance Manager; kaj.ghattaora@nottinghamcity.gov.uk ; 0115 8765748		
Key Decision	Yes	Subject to call-in	Yes
Reasons: Expenditure of £1,000,000 or more taking account of the overall impact of the decision			Revenue
Significant impact on communities living or working in two or more wards in the City			No
Total value of the decision: up to £1.2m			
Wards affected: None		Date of consultation with Portfolio Holder(s): 19th September 2018	
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			X
Summary of issues (including benefits to citizens/service users): Nottingham City Council uses an electronic system to purchase corporate travel for rail, accommodation and air travel. The current contract is due to expire in November 2018 and this report seeks authorisation to procure a new contract for an electronic system for corporate travel and recommends an accelerated procurement route using an approved established framework, in order to achieve value for money and EU compliance.			
Exempt information: None			
Recommendation(s):			
1 To award a contract following a call off process from the Crown Commercial Services Framework to offer corporate travel solution as the current framework contract is due to expire November 2018.			
2 To delegate authority to the Head of Contracting and Procurement to award the framework contract, and for the Provider Performance Manager to sign any contract documents produced as a result.			
3. To approve spend against this decision, noting that the individual Service area reviews the need of the spend.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 Corporate travel and accommodation is required by some officers of the Council in the performance of their duties. The existing arrangement is due to expire and requires a new contract to ensure compliance and best value.
- 1.2 For the new contract award, the Procurement Team have evaluated the Crown Commercial Services travel and accommodation framework. This is an EU compliant framework that the Council can benefit from.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Prior to using a framework for corporate travel, all expenditure related to hotel, rail and air travel was booked through purchase cards. This did not allow the Council to control expenditure and analyse management information to identify opportunities for savings.
- 2.2 On 01/05/2016 a framework contract was let to Click Travel for all staff to purchase which reduced the purchased card expenditure and enabled the Council to analyse all management information relating to bookings, savings to the council and any missed saving opportunities which has been very helpful.
- 2.3 The current contract with Click Travel is due to expire in November 2018, and we are unable to extend the current arrangements. The new contract will be called off the CCS framework which ensures value for money and EU compliance.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing - as the current contractual arrangement will expire shortly, this would expose the Council to a risk of higher costs and for this reason this option was rejected.
- 3.2 Advertise and run a competitive tender exercise - this is not deemed to be best value due to the administrative costs and time involved. In addition, the market has already been tested by CCS and a framework has been set up to prevent duplication of effort across Government in general and for this reason this option was rejected.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 This report seeks approval to call off from an existing CCS framework for a period of up to 4 years commencing November 2018.
- 4.2 The call off from the CCS framework has confirmed that this option will provide the best value for money for the organisation.
- 4.3 The total cost of this decision is up to £1.2m for travel costs over the 4 year period (the system itself is free of charge), however, this is based on previous year's expenditure. Actual expenditure incurred may be lower due to the recent refocus of

organisational travel principles. Any reduction in spend will be picked up through either the monitoring or budget process of individual Departments.

- 4.4 A proportion of this expenditure will be paid for using grant funding and partner contributions and any reduction in expenditure may result in a reduction in associated funding.
- 4.5 Approval for business travel will need to be approved by the relevant service.
- 4.6 This decision is compliant with financial regulations and contract procedure rules as the CCS framework has been tendered in line with EU procurement regulations.

Hayley Mason, Strategic Finance Business Partner. 01/10/18.

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 The award of the contract is being made via calling off the Crown Commercial Services Framework No. RM6016, the framework is a fully compliant value for money method of buying the services and the two suppliers listed have agreed to a 'price match guarantee' as part of the contract terms and conditions.
Paul Ritchie, Lead Procurement Officer 25th September 2018.
- 5.2 There are no significant legal issues raised by this report provided the framework permits the City Council to make a direct award and delivers value for money.
Andrew James Team Leader – Commercial, Employment and Contracts. 20th September 2018

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

- 6.1 Not applicable

7 SOCIAL VALUE CONSIDERATIONS

- 7.1 Not applicable

8 REGARD TO THE NHS CONSTITUTION

- 8.1 Not applicable

9 EQUALITY IMPACT ASSESSMENT (EIA)

- 9.1 Has the equality impact of the proposals in this report been assessed?

EIA not required. The decision does not relate to new or changing policies, services or functions.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 None