

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

3603

Author:

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Department:

Strategy and Resources

Contact:

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Subject:

Travel and Accommodation Contract Extension

Total Value:

£632,540 (Type: Revenue)

Decision Being Taken:

To:

- a) spend up to £459,701 on hotel accommodation (staff travel and emergency accommodation for citizens), £140,158 on train travel and £32,681 on air and ancillary travel with Click Travel between 1 January and 30 Nov 2019;**
- b) in accordance with Financial Regulation 3.29, dispense with Contract Procedure Rule 5.1.2 to directly award a contract to Click Travel for travel and accommodation on a temporary basis between 1 January and 30 Nov 2019 until a permanent solution is agreed; and**
- c) delegate authority to the Head of Contracting and Procurement to sign the contract.**

Reasons for the Decision(s)

The previous contract with Click Travel, for both travel and hotel bookings, expired on 31/12/2018. Nottingham City Council (NCC) conducted a compliant procurement process and had intended to contract with Trainline for travel bookings and a separate accommodation booking provider, through the CCS Framework.

The Council has so far been unable to award the contract to Trainline due to internal data security vetting and has had to continue to use Click Travel for the delivery of this aspect of the service outside of contract. The Council will continue to work with the Trainline with a view to implementing a contract with them through the CCS Framework by 01/12/2019.

The Council has also been unable to award the contract for hotel accommodation through the CCS Framework, as the proposed provider has failed to communicate in a timely manner or engage with the implementation process. In particular a legal query and its subsequent resolution resulted in a long delay. On 15/04/2019, the proposed provider clarified they would be unable to deliver emergency accommodation bookings for citizens, making their offer inadequate for NCC's requirements.

Click Travel has agreed to continue to deliver both accommodation and travel bookings until a permanent resolution is identified for these services. Click Travel is the current provider and is considered to offer value for money given that there are no implementation or procurement costs and the contract can continue to meet the Council's requirements as per current arrangements. Click Travel will continue to provide controls to limit staff spend.

The value requested in this approval is based on actual activity in 2018/19 and includes provision for spend of up to £360,000 for emergency accommodation for citizens. It is anticipated that current initiatives aimed at providing settled accommodation as an alternative to emergency accommodation will end or significantly reduce the use of this contract for that purpose. It is also anticipated that continued work to reduce expenditure on staff travel will also help to minimise spend against this budget. Please note also that a proportion of the expenditure on staff travel is funded by relevant external partner agencies.

Other Options Considered:

Do nothing - Having a travel and accommodation booking contract in place enables the Council to track spend and booking behaviour, as well as ensuring best value is obtained. Having no arrangement in place would expose the Council to a risk of higher costs and for this reason this option was rejected. The Contracts Team will continue to work to reduce expenditure on travel and accommodation during the period prior to the implementation of the new contracts.

Implement new contracts immediately - This is not possible as a number of key issues, including data security, are still to be resolved. Procurement are currently investigating an alternative framework and provider for the delivery of accommodation bookings, however time is required to complete this work and implement the new contract. In the interim the Council needs a platform for both hotel and travel bookings which Click are able to provide immediately at reasonable cost to the Council. The option to implement new contracts immediately was, therefore, rejected.

Background Papers: **None**

Published Works: **DDM ref: 2287**

Affected Wards: **Citywide**

Colleague / Councillor Interests: **None**

Dispensation from Financial Regulations: **Yes**

Consultations: **Those not consulted are not directly affected by the decision.**

Crime and Disorder Implications: **None**

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

Social Value Considerations: **N/a**

Decision Type: **Portfolio Holder**

Subject to Call In: **No**

The call-in procedure does not apply to the decision because it is a retrospective decision.

Person Consulted: N/a

Advice Sought: **Legal, Finance, Procurement**

Legal Advice:

Based on the particular circumstances and facts of each of the two new contract service areas it is likely that there are exemptions under the Public Contracts Regulations 2015 to continue to contract with Click either under Regulation 32 or 72 but in any event the City Council should put in place new contracts as soon as practicable. The CCS framework should provide for the supplier to assist the City Council with GDPR issues and in particular to develop a Data Protection Impact Assessment. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 03/06/2019.

Finance Advice:

This decision seeks approval to spend up to £0.632m with Click Travel.

The period covered is from 1 January 2019 up to the implementation of a new contract which is expected to be on 1 December 2019. The amount expected to be spent with Click Travel is variable but has been estimated based on previous spending trends. Each individual service area has its own staff travel and accommodation budget therefore there should be no financial pressures to NCC by approving this decision. Usual monitoring of spend is needed by each individual area using this service to ensure adequate budget provision is in place as well as adhering to in-year corporate spending measures.

This decision also seeks dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 to directly award a contract to Click Travel for the period 01/01/19 - 30/11/19 until a permanent solution is agreed. This is supported to ensure business continuity as well as ensuring value for money is maintained throughout the interim period before a permanent contract is awarded.

The contract process to award from 1 December 2019 will be approved through Commissioning and Procurement Sub Committee.

Advice provided by Philip Gretton (Finance Analyst) on 19/06/2019.

Procurement Advice:

A dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 to directly award a contract to Click Travel for the delivery of hotel accommodation on a temporary basis from 01/01/19 - 30/11/19 until a permanent solution is agreed is required for continuation of service. Procurement are assisting with the process of delivering new permanent agreements. Advice provided by Paul Ritchie (Lead Procurement Officer) on 24/06/2019.

Signatures

Sam Webster (PH Finance, Growth and City Centre)
SIGNED and Dated: 31/07/2019
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 29/07/2019
Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 01/07/2019
Chief Finance Officer's Comments: