

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE– 10/09/2019

Subject:	Travel and Accommodation		
Corporate Director(s)/ Director(s):	Candida Brudenell – Corporate Director of Strategy and Resources		
Portfolio Holder(s):	Councillor Sam Webster		
Report author and contact details:	Isobel Walton, Contracts Officer Email: Isobel.Walton@nottinghamcity.gov.uk Tel: 0115 876 1269		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: See Exempt Appendix 1			
Wards affected: None.	Date of consultation with Portfolio Holder(s): 20/08/2019		
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			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
Nottingham City Council uses an electronic system for travel and hotel bookings. The current contract is due to expire 30th November 2019 and this report seeks authorisation to procure a new 4 year contract (or contracts) for an electronic system for travel and accommodation booking and recommends an accelerated procurement route using an approved established framework, in order to achieve value for money and EU compliance.			
Exempt information:			
Exempt Appendix 1 to the report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of the City Council and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because it is commercially sensitive and if the value of decision is known then the tender process may be affected.			
Recommendation(s):			
1 To award a 4 year contract(s) following a call off process to a travel booking management provider to offer corporate travel solution as the current framework contract is due to expire November 2019.			
2 To delegate authority to the Director of Strategy and Resources to award the contract(s), and to delegate authority to the Head of Contracting and Procurement to sign any contract documents produced as a result.			
3 To approve spend as detailed in Exempt Appendix 1 against this decision, noting that individual service areas review the need for travel and accommodation expenditure.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 A travel and accommodation booking system is required to enable Council Colleagues to book travel as necessary, to perform their duties and meet statutory responsibilities. The accommodation booking facility may also be used for booking emergency accommodation for vulnerable citizens in the event that all other alternative options have been exhausted.
- 1.2 The existing arrangement is due to expire 30 November 2019 and Nottingham City Council requires a new contract(s) to ensure compliance and best value. For the new contract(s) award, the Procurement Team will be calling-off from an established travel and accommodation booking management framework contract. This will ensure quicker implementation and ensure quality requirements are met. The Procurement team will ensure the contract is EU compliant.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Prior to using a framework for Council 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 May 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 On 31 December 2018 the contract with Click expired and approval had been obtained at Commissioning and Procurement Sub-Committee on 09 October 2018 to call-off from a CCS Travel framework, however award was unsuccessful. As an interim solution Delegated Decision 3603 was completed and approved 31 July 2019 and a short terms contract arranged with Click until a permanent solution could be identified.
- 2.4 The current contract with Click Travel is due to expire 30 November 2019. This was a short term solution until a permanent arrangement is identified. A new contract will be identified by Procurement and will ensure value for money and EU compliance.
- 2.5. It is anticipated that continued work to reduce expenditure on staff travel will help to minimise spend against this new contract(s). Only essential staff travel is permitted and all colleagues are required to utilise the most cost effective travel option. It is also anticipated that current initiatives aimed at providing settled accommodation for all homeless citizens will end the use of this new contract(s) for sourcing emergency accommodation.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing - as the current contractual arrangement will expire 30 November 2019, 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. Due to delays in implementing a new contract, Nottingham City Council cannot delay further before making an award to the most advantageous provider.

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

- 4.1 This reports seeks approval to procure and award a new 4 year contract via an approved framework for an electronic travel and accommodation system following the end of the current contract on 30 November 2019.
- 4.2 The use of an approved framework provides best value for money as the costs will increase if there is no contract in place (which there will not be after 30th November 2019) and running a competitive tender exercise is time consuming and costly regarding the administration of running the process.
- 4.3 The value of this decision over the 4 year contract, as detailed in exempt appendix 1, is based on actual expenditure in 2018/19. The actual expenditure incurred over the new contract duration may be lower than this estimate due to the on-going work to minimise travel and accommodation spend across NCC. Current initiatives are also in place regarding emergency accommodation which would end the use of this contract for this type of spend.
- 4.4 Approval to spend on this contract once awarded will be needed from each relevant department accessing the system. It is also a requirement for the relevant department using the system that adequate budget provision is available.
- 4.5 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.

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

- 5.1 This report does not raise any significant legal issues provided the new contract is awarded in accordance with the terms of a compliant framework.

Advice provided by Andrew James, Team Leader Commercial, Employment and Education 14 August 2019.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 Not applicable

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required because the decision does not relate to new or changing policies, services or functions.

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

- 19.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 Delegated Decision ref 3603, Travel and Accommodation Contract Extension, 31 July 2019 -

<https://committee.nottinghamcity.gov.uk/ieDecisionDetails.aspx?ID=4937>

- 10.2 Report to and minutes of Commissioning and Procurement Sub-Committee, Corporate Travel and Accommodation Contract – Key Decision, 09 October 2018:

<https://committee.nottinghamcity.gov.uk/ieListDocuments.aspx?CId=608&MId=7121&Ver=4>