



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval is sought to extend the current Business Travel Management Services Contract with TravelPerk UK IRL Limited for a maximum of 12 months.

The estimated whole life value of the extension is £120,000.

The extension allows the Council time to undertake a procurement exercise for the Business Travel Management Services contract and provide sufficient time to implement any subsequent changes to ensure service continuity.

2. Decision being taken

That the Executive Director Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves the extension of the Business Travel Management Services contract for a maximum of 12 months and thereafter awards, mobilises and implements arrangements, dealing with any ancillary matters reasonably arising.

3. Anticipated outcome(s)/benefits

The Business Travel Management Services contract is extended for a maximum of 12 months, and a procurement exercise is commenced for the replacement contract. Separate approvals will be sought to undertake the procurement and award any subsequent contract.

4. Details of any alternative options considered and rejected by the officer when making the decision

The alternative is to not extend the Business Travel Management Services contract which would leave the Council with no contractual arrangement in place. The Council may incur more cost from spot purchasing until a replacement contract is procured due to the lack of economies of scale.

5. Background documents considered (web link to be included or copies of documents for publishing)

Not applicable.

6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No

7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest have been identified.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision being taken is appropriate for a matter of this nature. It is noted that separate approvals will be sought to undertake the procurement and award any subsequent contract.

9. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The proposed extension of service will be at an estimated cost of £120,000, which will be required to be met from within the existing service budget envelope.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications arising from the contents of this report.

11. Risk Assessment (in accordance with the Report Writing Guide)

If the Business Travel Management Services contract is not extended the Council will not benefit from economies of scale incurring higher costs. Extending the contract allows time to procure a replacement.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

Not applicable.

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director Place and Resources

Signed: REDACTED

Dated: 24.07.23

14. Consultation carried out with Portfolio Holder(s):

Name: Cllr S Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 24th July 2023