



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)

To approve the award of the contract for Business Travel.

The estimated whole life value of the contract is £320,000.

The maximum duration of the contract is 48 months.

The contract provides the Council with an online booking tool and an offline booking service for all Business Travel requirements and additional supporting activities.

A further competition was run under the YPO Travel Management Solutions II Framework (1104) - Lot 1 Business Travel. An exception to Contract Procedure Rules was approved to access the framework.

Following conclusion of the evaluation process, TravelPerk UK IRL Limited has been identified as the most economically advantageous tenderer, and so approval is sought to award the contract for Business Travel to TravelPerk UK IRL Limited.

2. Decision being taken

That the Executive Director Place and Resources, in consultation with the Portfolio Holder for Finance Resources and Assets, awards the contract for Business Travel to TravelPerk UK IRL Limited. The initial duration of the contract will be for twenty-four

(24) months, with an option to extend the agreement for two (2) twelve (12) month periods.

3. Anticipated outcome(s)/benefits

The contract for Business Travel is awarded to TravelPerk UK IRL Limited for a maximum of 48 months.

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

Do nothing – This option would leave the Council with no contract in place, and non-compliant with the requirements of the Public Contract Regulations 2015.

Consideration was also given to running an open procurement without accessing a framework; however, this would put additional pressure on Council resources due to the additional time and resource required to undertake the procurement itself and develop specific terms and conditions, which have already been pre agreed by suppliers on the YPO framework.

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

None.

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

N/A

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 is an operational decision and within the Constitutional remit of the named Director and Portfolio Holder.

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

The contract is to be managed within the approved budget envelope, any adverse deviation would result in a service pressure.

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)

The Council not having an appropriate, or no contract in place, would cause financial and service risk and may result in some services not being able to be delivered effectively. Financially this could lead to higher travel costs. Operationally, the lack of a structured approach can result in inefficiencies and inconsistencies in travel arrangements. Additionally, the absence of a travel contract can affect employee satisfaction and safety, as there may be less support and fewer resources available for managing travel-related issues.

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

N/A

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director Place and Resources

Signed: REDACTED

Dated: 21/02/2025

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

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,
Resources and Assets

Signed: REDACTED

Dated: 21st February 2025