

**NORTH LINCOLNSHIRE COUNCIL  
OFFICER DECISION NOTICE AND RECORD  
(PUBLISHED)**

**1. DECISION TAKEN**

To award the contract for Business Travel to Click Travel.

EXECUTIVE  NON-EXECUTIVE  (Please tick either)

IS THIS A 'KEY DECISION' ? (see definition overleaf)  No

DOES THIS DECISION RELATE TO EXEMPT INFORMATION?  No

EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)

**2. OFFICER DECISION  
TAKER**

**NAME** Peter Williams

**POSITION/POST** Director of Operations

**SIGNATURE**

**DATE** 20/06/19

**3. REASONS FOR  
THE DECISION  
(Please ref to any  
report/minute/background  
documents attached)**

**4. ALTERNATIVE  
OPTIONS CONSIDERED  
AND REJECTED (BY  
DECISION TAKER(S))**

*TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.*

**5. DECISION REQUIRED  
TO BE TAKEN IN  
CONSULTATION WITH**

COUNCILLOR .....

RELEVANT MEMBER	POSITION ..... SIGNATURE ..... DATE .....
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	

**PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.**

**WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.**

**(The definitions of a key decision are when an executive decision is likely -**

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

**NORTH LINCOLNSHIRE COUNCIL**

**DIRECTOR**

**Contract Award Recommendation for Business Travel**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

1.1 This report sets out a summary of the findings from the recent procurement exercise for the Provision of Business Travel

1.2 The key points in this report are:

- The YPO framework for Travel Management Services was used for this procurement exercise
- The award criteria used was direct award following demonstrations of the systems by the providers listed on the framework
- The contract commencement date is 1 July 2019. The duration of the contract will be 24 months, with an option to extend subject to satisfactory performance and budget allocation for a further 2 periods of 12 months.
- To seek Director of Operations approval to award the contract to the preferred bidder.

**2. BACKGROUND INFORMATION**

2.1 The current contract for business travel expires on 30/6/2019. The Authority needs a solution which is easily accessible and manageable for booking of trains, underground tickets, ferries, flights and hotels. This will be a corporate contract held jointly with NE Lincs.

2.2 An exception was approved to access the Yorkshire Purchasing Organisation framework for Travel Management Services.

### **3. OPTIONS FOR CONSIDERATION**

#### **3.1 Option One – To award the contract to the preferred provider Click Travel**

3.1.1 This contract would meet the needs of the Authority by providing a Business Travel system

#### **3.2 Alternative Options**

3.2.1 Do nothing – the Authority will always have the need for business travel and a compliant, user friendly solution is required.

3.2.2 Alternative frameworks – other frameworks were considered but this was the only framework with more than one supplier

3.2.3 Open competition – this would be time consuming, complex and the market is small. It was determined that this option would not be cost effective or offer the best solution to the Authority

### **4. ANALYSIS OF OPTIONS**

4.1 All three companies on the framework were approached to participate in demonstrations of their booking system which were used to determine which company could meet the Authority's needs the best. One company declined but two did provide demonstrations. These were Click Travel and Corporate Travel Management.

4.2 Assessment method – direct award following a demonstration of the booking system which were scored as follows:

<b>Company</b>	<b>Score</b>
Corporate Travel Management	106
Click	126

### **5. RESOURCE IMPLICATIONS (FINANCIAL , STAFFING, PROPERTY, IT)**

#### **5.1 Financial**

5.1.1 The anticipated NLC annual spend is £46,000 based on previous spend

5.2.2 The Central Admin team will manage the travel requests and bookings

6. **OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

Not applicable

7. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

7.1 No conflicts declared or identified

8. **RECOMMENDATIONS**

8.1 To approve the award of this contract to Click Travel.

**DIRECTOR OF OPERATIONS**

Church Square House  
30-40 High Street  
SCUNTHORPE  
North Lincolnshire  
DN15 6NL

Author: Rachel Credland  
Date: 20 June 2019

<b>Approved by Director(s) of Service (s)</b>	
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