

Urgent Cabinet Report/Delegated Decision Form

Report/Decision Title	Award a Fuel Card Contract via NEPO Framework
Date of request	13/09/2024
Date of meeting/decision	

Urgent – General Exception - Reasons for urgency outlined below

The current fleet vehicle fuel card contract is due for renewal on 1/12/2024. Following discussions with Procurement, instead of extending existing arrangements there is now a suitable NEPO Framework that is available with YourNRG (UK Fuels Card) which will provide an alternative more cost-effective solution but requires all approvals to be in place prior to end of October in order to allow for supply and issue of cards prior to 1/12/2024 hence the request for an urgent decision. Value of this contract is in the region of £750k per annum to be set up as a 1 year contract plus 3 optional extensions. Total value of contract £3m.

As this is a key decision, the usual 28 day forward plan process will leave the fleet at risk of no access to fuel placing operational services at risk.

I confirm that the relevant chair of Scrutiny and Improvement Committee (or if there is not chair, the whole committee individually) and the Cabinet Member have been informed by notice in writing of the decision to be taken.

Officer name (Delegated Power Author)	Gareth Healy	Officer Signature		Date	13/09/2024
Assistant Director Name		Assistant Director signature		Date	

This urgent report/decision has been seen and agreed by the following:

Officer / Member	Signature
Managing Director	
Section 151 Officer	
Monitoring Officer	

Delegated Power Record

Are the details of the decision to be public or confidential?

Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

Reference	GEE-24-296
Corporate Plan Priority	Clean and Tidy
Delegation Title	Award a Fuel Card Contract
Delegated Power Number	450 – Award a Contract
Date of Exercise	15/10/2024
Cabinet Member	Cllr Carl Quartermain
Assistant Director	Robert Hoof

Type of Decision (Key/Executive/Non-Executive)	Key - Executive
FOR KEY DECISIONS ONLY	
Delegated Power Forward Plan Ref	If a key decision has not been published in the forward plan at least 28 days in advance of the decision being taken, then the urgency or special urgency rules must be applied, and relevant forms completed in conjunction with Democratic Services
Date Decision Published in Forward Plan	Click or tap to enter a date. To be completed by Democratic Services
Urgency (For Key Decisions not included in Forward Plan only)	Urgent - General Exception - Forms Attached

Background to decision:

The Council operates fuel cards allocated to each vehicle and existing arrangements are now coming to the end of their contracted period. New arrangements need to be in place by 1st December 2024 and following discussions with NEPO and Procurement a suitable Direct Award option is available via YourNRG which will provide a value for money option when compared to existing arrangement.

Decision Considerations:

Delegated Power Record

Contract Procedure Rules	
<p>Full details of decision:</p> <p>Approval is requested to award a contract to YourNRG using UK Fuels fuel card arrangement for a period of 1 plus 3 years optional extensions. Contract start date December 2024. This award if approved will be awarded via NEPO Liquid Fuels Framework. YourNRG are the sole supplier on the NEPO Framework and were appointed following a competitive Tender process.</p>	
<p>Financial detail:</p> <p>Funding will come from 10796 – Vehicle Fleet & Workshop Cost Centre</p>	
Budget Code	10796 R3000
Is budget available for full contract/service without causing additional pressure?	Yes
Annual Contract Value	£750k
Total Contract Value (including optional extension periods)	£ 3m
<p>Delivering Social Value:</p> <p>The delivery of social value is limited due to the nature of the contract, however, fuel cards will allow better flexibility in terms of travelling for fuelling purposes.</p>	
<p>Reasons for Decision:</p> <p>The use of fuel cards is now embedded into the fleet operation and provides a value for money solution for fleet vehicles to access fuel at a range of sites across the borough. Fuel cards allow better flexibility in terms of travelling for fuelling purposes.</p>	
<p>Details of alternative options considered (if any) and reasons for rejection:</p> <p>1 – Do nothing – Not an option as all fleet vehicles would halt operation</p> <p>2 – Develop bunkered fuel infrastructure – Not an option due to cost, resource and time limitations</p>	
<p>Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:</p> <p>This must be left blank. Business Support will seek this information from the Cabinet Member.</p>	
<p>Details of any dispensation granted in respect of any conflict of interest:</p> <p>This must be left blank. Business Support will seek this information from the Cabinet Member.</p>	
<p>Background Papers:</p>	

Delegated Power Record

Officer Name (Print)	Gareth Healy	
Officer Signature		
Officer Submission Date	4/10/2024	
Finance Manager Name (Print)	Christine Wood	
Finance Approval Signature		This must be the electronic signature of the Finance Manager to confirm that budget has been confirmed for the decision
Date of Approval	07/10/2024	
Procurement Officer Name (Print)	Hayden Bowman	
Procurement Approval Signature		This request complies with the Council's Contract Procedure Rules
Date of Approval	07/10/24	

Reference	GEE-24-296
Delegated Power Forward Plan Reference	
Corporate Plan Priority	Clean and Tidy
Delegation Title	Award a Fuel Card Contract
Delegated Power Number	450 – Award a Contract
Date of Exercise	15/10/2024
Cabinet Member	Cllr Carl Quartermain
Assistant Director	Robert Hoof

Signatures

CABINET MEMBER FOR HIGHWAYS & TRANSPORT	Date 15/10/2024
CHIEF FINANCE OFFICER	Date 14/10/2024
CHIEF LEGAL OFFICER	Date 08/10/2024

Delegated Power Record

EXECUTIVE DIRECTOR FOR GROWTH ENTERPRISE AND ENVIRONMENT	Date 08/10/2024
---	------------------------

Call-In (Key Decisions Only)

Choose an item.
Reasons for dis-applying Call-In due to urgency to be added here if relevant. This will need to be reported to the next meeting of the Borough Council and the reasons must demonstrate that any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

Date Decision will become effective	23/10/2024 To be completed by Democratic Services – date will be not less than expiry of 5 working days from publication unless urgency applies.
--	---