

Single Member Cabinet Decision

**Executive
Forward Plan
Reference**

E3635

Staff Travel Management Services

Decision maker/s	Cllr Mark Elliott, Cabinet Member for Resources
The Issue	<p>The current Travel Management contract is approaching the termination date, so the Council is seeking to procure a partner to provide the services.</p> <p>The current and historical contracts, have not specifically mentioned the Emergency Housing service provision requirements. However, the supplier has been delivering requirements in relation to Emergency Housing services.</p> <p>A procurement process has been conducted, which specifically included Staff Travel and Emergency Housing in the scope.</p> <p>An additional contingency requirement has also been identified by the Emergency Planning team, which can be incorporated into the Emergency Housing contract for emergency situations where hotel accommodation is required.</p>
Decision Date	31st July 2025
The decision	<p>The Cabinet Member agrees to support the re-procurement of a corporate supplier for Staff Travel.</p> <p>Note that the Emergency Housing element shall be separately awarded and is not part of this decision. For an interim period of 2-3 months the Emergency Housing element shall continue to be delivered alongside the Staff Travel element.</p> <p>Delegate the authority to award the contract to the Director of Financial Services, Assurance & Pensions, following the final decision regarding successful bidder(s).</p>
Rationale for decision	<p>The Council initiated a review process to assess the current and future provision of Travel Management, covering staff travel, Emergency Housing and Emergency Planning requirements.</p> <p>The review process included an investigation into current/historical provision of services and the development of key areas of improvement to existing services.</p> <p>These key areas for improvement for Staff Travel included:</p> <ul style="list-style-type: none">• Improved Contract Management• Separation of Emergency Housing from staff travel service with regard to process, reporting and invoicing• Improved inclusion of Staff Travel Policy aims within the

	<p>booking process</p> <ul style="list-style-type: none"> • Confirmation of VFM to the Council, via benchmarking or other means <p>The review also included reaching a decision on whether or not the services required are consistent with the market offering, and to confirm if contracts are in place with other public sector organisations.</p> <p>To determine which supplier(s) to engage, there was a Framework investigation to establish the most suitable suppliers in the market.</p> <p>The initial engagement process was aimed to establish if:</p> <ol style="list-style-type: none"> (1) The market can provide the required services (2) Available frameworks are likely to be compliant (3) Suppliers are interested in the contract <p>There followed a more detailed investigation to assist with the decision on most favourable supplier. This included:</p> <ol style="list-style-type: none"> (1) Demonstration and presentation meetings covering: <ol style="list-style-type: none"> a) System look and feel b) User-friendly for administrators and users c) Ability to include Staff Travel Policy elements within the platform d) Provision of Emergency Housing service and separation of administration e) Cost to council and benchmarking (2) Written response to include: <ol style="list-style-type: none"> a) Suggested compliant Framework b) Other frameworks possible c) Sustainability approach d) Flexibility and added value <p>The assessment process included input from officers across the council, representing users of the system and current administrators.</p> <p>The final assessment was conducted and recommendations agreed on the preferred supplier/s.</p> <p>Alongside the assessment of suppliers, investigation into the various available frameworks was completed to assess the suitability and compliance.</p>
<p>Financial and budget implications</p>	<p>The total cost of the contract over the potential contract life of 5 years (initial 3 plus potential 2-year extension) is entirely on the Council's needs in any particular year and volume of staff travel required. Our current annual spend is approximately £500K.</p> <p>The contract will deliver the Emergency Housing element for an interim period of 2-3 months; at an additional cost of approximately £37,500. Any emergency planning costs would be entirely contingency and there may well not be any spend at all.</p> <p>The supplier fees over this period will be a small percentage of the overall costs, but this will be included in the total Council costs. The current providers additional fees for the previous financial year were in the region of £50.</p>

	<p>The contract will not involve any minimum commitments or spend for the Council. The Council will pay only for the accommodation services they commit to through the supplier.</p>
Issues considered	<p>Customer Focus; Sustainability; Human Resources; Impact on Staff;</p>
Consultation undertaken	<p>Cabinet colleagues; Human Resources; Staff; Other B&NES Services; Service Users; Stakeholders/Partners; Section 151 Finance Officer;</p>
How consultation was carried out	<p>HR, all travel management administrators, Housing Services and other stakeholders were consulted as part of the initial investigation process.</p> <p>A number of the above service areas were included in the assessment of suppliers</p>
Other options considered	<p>As detailed above, a number of alternative suppliers were considered within the engagement process.</p> <p>An open procurement process was also considered but was discounted as there was no apparent benefit to the Council of a protracted procurement process, in a market where a number of framework options exist.</p> <p>The option to not have a corporate supplier for staff travel was discounted. The Council's spend for staff travel exceeds the public procurement thresholds and therefore the Council are required to run a compliant procurement process to appoint a supplier(s) for these services. On a practical note, it is also beneficial to have an identified corporate supplier for these services to ensure consistency and alignment with the Staff Travel Policy and also to reduce the staff time spent searching and arranging travel.</p>
Declaration of interest by Cabinet Member(s) for decision:	<p>None</p>
Any conflict of interest declared by anyone who is consulted by a Member taking the decision:	<p>None</p>

Name and Signature of Decision Maker/s	Councillor Mark Elliott Deputy Council Leader and Cabinet Member for Resources Bath and North East Somerset Council
Date of Signature	31 July 2025
Subject to Call-in until 5 Working days have elapsed following publication of the decision	