

RECORD OF INDIVIDUAL EXECUTIVE DECISION MADE BY AN OFFICER

Decision Maker	Decision Type	Date
	Administrative Decision	

Following completion of the procurement process, to agree to award and enter into a contract for the Outdoor & Environmental Education Service (OEES) and School Linking Project (SLP) Transport with Swans Travel

Exempt/Confidential Report Please delete as appropriate	YES	No
Key Decision ¹		No

Decision (s) ²

Approval to award a contract to 'Swans Travel' to provide transport for schools undertaking educational activities within the Outdoor & Environmental Education Service (OEES) and School Linking Project (SLP).

Reasons for the decision(s)³

The Outdoor and Environmental Education Service (based at the Castleshaw Centre) and the School's Linking Project are teams within the Communities Directorate that provide transport for schools undertaking educational activities with these services. This service is mainly utilised by primary school pupils and most transport is in school term time. Schools

¹ If the decision is Key Please use Key Decision Template.

² Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information. Please include proposed timescales for commencement and / or completion of implementation as appropriate.

³ Reasons for the decision must be given.



pay for this via service level agreements. The Council contracts fit for purpose transport providers for the educational services to ensure consistency and efficiency. To obtain best value the Council has used one company over the last 4 years and this has worked well.

In accordance with the Council’s Contract Procedure Rules, a procurement process has been undertaken and the evaluation of the tender submissions has sought to identify the most economically advantageous offer, based upon a combination of economy, efficiency and effectiveness.

The prices submitted as part of the procurement process have significantly increased, and are 20% higher than the prices payable under the previous contract, so SLA prices with schools will be reviewed for the next financial year.

Options/Alternatives considered ⁴

Not to award a contract to the highest scoring bidder and to undertake another procurement process – this would incur further cost and cause potential disruption to service delivery if we are without a transport contract in place.

Not to award a contract to the highest scoring bidder, Swans Travel, and not undertake another procurement process. This would have even wider reaching implications, such as further costs, potential disruption to service delivery and unpredictable and excessive changes to cost that the council might be forced to take to ensure service continuity and delivery of services laid out within SLA’s.

Conflict of Interest declared⁵ NONE

N Constable⁶

(Signature of Deputy Chief Executive/Executive Director/Director)

N/A

(In consultation with relevant Cabinet Member if required)

⁴ Options must be given.

⁵ If none, please state none. No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here. This may include other elected Members, officers, stakeholders and the local community.

⁶ The signatory must be duly authorised by Executive Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory.

Decision made pursuant to:

- a) General delegation under the Council's officer scheme of delegation. Non-contract decisions up to £250k.**