

NORTH YORKSHIRE COUNTY COUNCIL

DECISION RECORD

Re: Procurement of a Business Travel Management Service provider

This record is produced in accordance with the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

This form should be used to record:

- **EXECUTIVE decisions (key or otherwise) taken by an individual Executive MEMBER; and**
- **EXECUTIVE decisions (key or otherwise) taken by an OFFICER (either alone or in consultation with an Executive Member)**
- **A non-Executive decision taken by an OFFICER which falls into one of the following descriptions:-**
 - (i) **under a specific express authorisation; or**
 - (ii) **under a general authorisation to officers to take such decisions and, the effect of the decision is to**
 - **grant a permission or licence;**
 - **affect the rights of an individual; or**
 - **award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial position.**

(One form per decision)

The following decision has been taken: -

The Assistant Chief Executive (Business Support) has approved the procurement of a Business Travel Management Service Provider. The Authority requires the provision of business travel service to meet its operational requirements. Business travel includes rail, accommodation and air.

The value of the contract is estimated to be £1,600,000.

The duration of the contract is estimated to be an initial term of 2 years, with two options to extend (2x12 months). The potential maximum term is 4 years.

By whom:

Justine Brooksbank, Assistant Chief Executive (Business Support)

On: 14th January 2020

Was this an executive decision?

YES

If an executive decision, was it also a key decision?

YES

Reasons for decision: -

To enable the Authority to meet its operational requirements.

Details of any alternative options considered and rejected: -

No alternative options considered at this time.

Conflicts of Interest

Please record below details of any conflict of interest declared by a Member or Officer regarding the decision and any dispensation granted by the Standards Committee or Monitoring Officer in respect of that conflict.

Conflict	Dispensation?

Background Papers

Please attach to this decision notice, for publication, the background papers that disclose any facts or matters on which this decision, or an important part of the decision, was based and which were relied on to a material extent in making the decision, but this does not include published works or those which disclose exempt or confidential information (as defined in Rule 10).

Signed
JUSTINE BROOKSBANK
Assistant Chief Executive (Business Support)

Publication Date: 14 January 2020

(Name)

Directorate Central Services

***Note 1 regarding Executive decisions only:
This decision will come into force, and may then be implemented, on the expiry of 5 clear working days after publication, unless any 6 members of the Council object to it and call it in by notice in writing (including e-mail) to The Assistant Chief Executive (Legal and Democratic Services).***

Note 2: non-executive and non-key executive decisions by Officers are not subject to call in.

Contact for further information: Kendra Nell 01609 533474

Contact for copy of report considered: Katie Longstaff 01609 536831

To: The Senior Legal and Democratic Technical Support Officer, Legal and Democratic Services - for onward circulation to:

All Members of the Council; All Management Board; All Management Board Secretaries; All Senior Managers; All Democratic Services Officers; All Corporate Development Officers; Senior Press Officer; Communications Officer