



DECISION RECORD ¹

Officer Key Decisions are subject to the Council’s Call-In Procedure (Part 4 of the Council’s Constitution [Part 4e - Overview and Scrutiny Procedure Rules \(stevenage.gov.uk\)](http://stevenage.gov.uk))

Subject: Award of Diesel Fuel Contract, Award of HVO Contract	
Staff Contact: Richard Baldock Tel:07936360945	Executive Member: Simon Speller, Jeanette Thomas Portfolio: Environment and Performance, Resources

1. **Decision**

To award the contract for diesel but also one for HVO for when we transition over to maintain continuity of supply. These are two-year contracts.

2. **Reasons for the decision**

Following a procurement process using Crown Commercial Services framework RM6177 we have one supplier for diesel fuel and one supplier for HVO who came out on top of the CCS quarterly, further competition.

3. **Alternative options considered and rejected ²**

No

4. **Consultation**

- (a) Comments of Executive Member ^{3 4}
- (b) Both Simon and Jeanette support the awarding of the contract for Diesel and HVO. Jeanette asked if HVO can be mixed with Diesel- which it can, and no modifications are required to vehicles or infrastructure.

- (b) Comments of other consultees ⁵

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: ...RICHARD PROTHEROE [SIGNATURE REDACTED].....

Title: ...STRATEGIC DIRECTOR.....

Date: ...27 February 2024....

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6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.