



DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the [Council's Constitution](#))

Subject: Vehicle Fuels Contracts Renewal 2022

Staff contact: Steven Dupoy

Tel: 01438 242833

Executive Member: Councillor Joan Lloyd

Portfolio: Resources

1. **Decision**

To award the new fuel contract for diesel to 'Your NRG' following a procurement process via the Crown Commercial Services (CCS) National Fuels framework. The contract will operate for 2 years from the 1 April 2022.

2. **Reasons for the decision**

The current fuel contract expires at the end of March 2022 and a new contract is therefore required.

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

The Council has procured its fuel requirements via CCS for a number of years. CCS is the largest public procurement organisation in the UK and procuring via by their specialist team allows us to access their market knowledge and achieve economies of scale that could not be accomplished procuring on our own.

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

The Executive Member has been consulted and supports the decision.

(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: ... SIGNATURE REDACTED.....

Title: Asst. Director – Stevenage Direct Service

Date: 24.3.22

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.