

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](#))

Subject: Award of Fuel Contract.	
Staff Contact: Richard Baldock	Executive Member: Rob Broom
Tel:07936 360945	Portfolio: Environment and Climate Change

1. **Decision**

To award the contract for the supply of fuel for the fleet. The contract is for two years.

2. **Reasons for the decision**

Following a procurement process using Crown Commercial Services framework RM6305, we have one supplier who came out on top of the CCS quarterly, further competition.

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

The procurement takes place via Crown Commercial Services framework RM6305 and we are notified via CCS of the winning supplier as they run the process.

4. **Consultation**

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

I am strongly in favour of continuing with HVO, as the fuel of choice for our fleet vehicles, on the grounds of the impact on CO2 emissions.

(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

Title: Strategic Director & Deputy CEO Date: 12th March 2026

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

DECISION RECORD

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.