

# Report

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Report to:	<b>Finance and Information Technology Resources Committee</b>
Date of Meeting:	<b>19 January 2010</b>
Report by:	<b>Executive Director (Finance and Information Technology Resources)</b>

Subject:	<b>Travel Provider</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ Advise Committee of the recent review of travel provision within the Council, and the subsequent appointment of a new travel provider for the Council.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that they note the appointment of Click Travel as the Council's travel provider
- (2) that they note that this contract will be in place for one year initially commencing 1 February 2010, with the provision to review annually.

## 3. Background

3.1. The travel services contract covers the provision of travel services for council employees and elected members. In September 2007 the Finance and Information Technology Committee approved the award of the Council's Travel Contract to Chambers Travel. This contract is now due to expire and therefore the opportunity has been taken to review other providers in the market.

## 4. Review of Other providers

- 4.1. In October 2009 a request was made for quotations to be submitted for the provision of travel services for the Council. Quotes were received from seven companies and an evaluation of the services, prices and added value offered by the companies was carried out using an evaluation matrix.
- 4.2. Click Travel scored highest on the evaluation matrix in terms of price, quality and added value services offered. Their on-line booking tool allows instant access to the most up to date fares available on the internet, including the 'budget' providers. There is also a 24 hour helpline/assistance available for travellers who experience problems outwith normal working hours.
- 4.3. Procurement regulations do not require a full tender exercise to be undertaken for travel services as the actual contract value to the prospective provider is the cost of the transaction fees for providing travel services and not the actual cost of the travel. The value of transaction fees is approximately £12,000, therefore below the limit which requires a full tender exercise.

4.4. The contract for travel provision will therefore be awarded to Click Travel with a contract start date of 1 February 2010. The contract will be reviewed on an annual basis.

**5. Employee Implications**

5.1. None

**6. Financial Implications**

6.1. All financial implications arising from travel provision are met from existing Resource budgets.

**7. Other Implications**

7.1. None

**8. Equality Impact Assessment and Consultation Arrangements**

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

8.2. There is no requirement to undertake any consultation in terms of the information contained in this report.

**Linda Hardie**

**Executive Director (Finance and Information Technology Resources)**

8 December 2009

**Link(s) to Council Values and Objectives**

♦ Value: Accountable, effective and efficient

**Previous References**

♦ Finance and Information Technology Resources Committee, 19 May 2009

**List of Background Papers**

Contract Evaluation

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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