

Decision Note – Provision of Fuel Cards for Emergency Vehicles



STAFFORDSHIRE COMMISSIONER
Police | Fire and Rescue | Crime

REQUEST FOR DECISION BY THE STAFFORDSHIRE COMMISSIONER

	Policing:	Crime:	Fire & Rescue:
This decision relates to:	x		

APPROVAL (for completion by Staffordshire Commissioner only)

Rationale for approval

THE FUEL CARDS FOR BOTH SERVICES WILL RESULT IN CHEAPER FUEL & IMPROVED ADMINISTRATION OF THE SERVICES.

STAFFORDSHIRE COMMISSIONER

Signature

Date

26/4/2019

Date decision required by: 26/04/19

If an urgent approval is required, please state reasons:

N/A. For consideration at Strategic Governance Board on 26th April 2019.

For completion by Staffordshire Commissioner's Office only:-

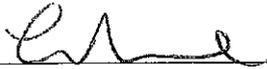
Decision Number: SCP/D/201920/001

Date Received: 20 May 2019.

	Yes	No
Has the required decision been considered under the guidance of the Staffordshire Commissioner's Decision Making Policy?	✓	
Has the required decision been deemed to be a Key Decision as defined within the Staffordshire Commissioner's Decision Making Policy?	✓	
Who is empowered to make the required decision?		

Title	Provision of Fuel Cards for Emergency Vehicles (Force)
Summary:	
<p>Staffordshire Joint Emergency Transport Services (JETS) have historically used a national framework for the provision of fuel cards through the supplier Allstar Business Solutions Limited.</p> <p>This framework has now expired, and as such a new Fuel Cards Framework Contract (reference CCPF18A01) was tendered in 2018/19. This process was led by Surrey and Sussex Police. The scope was expanded to include all Emergency Services nationwide, so the benefits of an aggregated demand will be realised in the pricing. Staffordshire JETS have pro-actively engaged and have inputted to the national procurement process. The successful tenderer was Allstar Business Solutions Limited (the incumbent) and the framework award process is now complete.</p> <p>The next stage is for Staffordshire to execute a call off contract under that framework, to move to the new arrangements and begin to realise the commercial benefits afforded by the contract. The contract would be effective until 22nd March 2021, with options to extend up to 22nd March 2024.</p> <p>This approach has been presented and approved at Enabling Board on 23rd April 2019.</p>	
Recommendation:	
<p>To approve the award of a Call Off contract under the national Provision of Fuel Cards Framework to Allstar Business Solutions Limited.</p>	
Chief Executive	
I hereby approve the recommendation for consideration.	

Signature



Date

26/4/2019

REPORT AND ADVICE TO THE STAFFORDSHIRE COMMISSIONER

1. Introduction and background

Staffordshire Joint Emergency Transport Services (JETS) are a collaborative venture that provide fleet services across Staffordshire's police and fire & rescue services that have historically used a national framework for the provision of fuel cards through the supplier Allstar Business Solutions Limited.

This framework has now expired, and as such a new Fuel Cards Framework Contract (reference CCPF18A01) was tendered in 2018/19. This process was led by Surrey and Sussex Police. The scope was expanded to include all Emergency Services nationwide, so the benefits of an aggregated demand will be realised in the pricing. Staffordshire JETS have pro-actively engaged and have inputted to the national procurement process. The successful tenderer was Allstar Business Solutions Limited (the incumbent) and the framework award process is now complete.

The next stage is for Staffordshire to execute a call off contract under that framework, to move to the new arrangements and begin to realise the commercial benefits afforded by the contract.

2. Issues for consideration

Staffordshire Joint Emergency Transport Services (JETS) have historically used a national framework to provide fuel cards for both police and fire. The use of such frameworks has numerous benefits for the organisations:

- Full audit and transparency of fuel usage and spend.
- Allows front line colleagues quick access to fuel without the use of Purchasing Cards, handling petty cash and use of the expenses system to reclaim costs
- Benefits of a national strategic approach to fuel purchasing.
- Comprehensive contract affording JETS contractual protections and rights such as Critical Service Levels, reporting mechanisms and commercial security.

3. What other options have been considered?

- 1) Staffordshire JETS procure fuel 'ad-hoc' using purchasing cards or another mechanism of payment. This is strongly not recommended, as it would reduce auditability and transparency of fuel usage and spend, increase transactional costs, and the benefits of a national approach would not be realised.
- 2) Staffordshire JETS establish their own framework. Again, this option is strongly not recommended as the procurement process would take approximately 12 months and the benefits of a national, aggregated approach would be lost.
- 3) Execute a call off contract under the new framework which would realise the commercial and operational benefits of a national approach. **This option is strongly recommended for approval.**

4) Consultation and Engagement undertaken

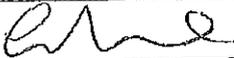
JETs have been extensively involved and engaged throughout the national procurement exercise.

Force has reviewed and approved approach at Enabling Board on 23rd April 2019.

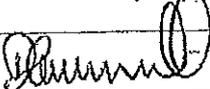
Report Implications

Monitoring Officer comments:

There are no legal issues to address.

Signature  Date 26/4/2019

Section 151 Officer comments:
 The procurement of fuel is significant to both services and allowed for within service budgets. The proposal is the best option of those presented and provides for effective and value for money procurement.

Signature  Date 26/4/2019

	Yes	No
Has legal advice (outside of that provided by the Monitoring Officer) been sought on the content of this report?		x

Legal Comments:
 Not applicable. The Framework Contract and Call Off contract template has been reviewed by the legal team at Surrey and Sussex Police, who led the national procurement.

5. Equality Comments
 The Supplier shall comply with all legislative requirements.

6. Background/supporting paper
 Please see attached paper presented to Enabling Board on 23rd April 2019, as appendix A.

7. Public access to information
 The award notice will be published on .gov.uk Contracts Finder, and information will be available in line with the provisions of the Freedom of Information Act.

8. Is the publication of this form to be deferred?
 No.

9. If the report is for publication, is redaction required?

	Yes	No
Of the Decision Note?		x
Of the Appendix?	x	

ORIGINATING OFFICER DECLARATION:

Author	Sarah Wood
Signed	
Date	25/4/2019



The purpose of this EIA is to ensure you consider any equality issues as part of your decision making when developing / reviewing your policy / procedure.

Please complete the sections below and send to the Staffordshire Commissioner's Office to be quality assured. New / revised policies cannot be published on the policy database until the EIA has passed the quality assurance process.

Title of policy/procedure:	Provision of Fuel Cards for Emergency Vehicles
Department:	Staffordshire Joint Emergency Transport Services
Date:	26/4/19

1. Identify the aims and purpose of the policy

The national procurement exercise led by Surrey and Sussex Police sought to ensure that all legislative requirements in regard to equality have been adhered to. The resulting contract document states:

The Supplier shall:

- (a) perform its obligations under this Call Off Contract (including those in relation to provision of the Services) in accordance with:
 - (i) all applicable equality Law (whether in relation to race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise); and
 - (ii) any other requirements and instructions which the Customer reasonably imposes in connection with any equality obligations imposed on the Customer at any time under applicable equality Law;
- (b) take all necessary steps, and inform the Customer of the steps taken, to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission or (any successor organisation).

2. Identify the individuals and organisations who are likely to have an interest in, or be affected by the policy.

Staffordshire Commissioner, End Users, JETS

3. Data

Summarise the findings of any monitoring data / information which you have considered regarding the impact of this policy on people from all or any of the protected groups. This could include national or local data.

3.1 Age

No impact

3.2 Disability

No impact

3.3 Race

No impact

3.4 Religion or Belief

No impact

3.5 Sex

No impact

3.6 Sexual Orientation

No impact

3.7 Transgender

No impact

4. Research

Summarise the findings of any research you have considered regarding this policy for all or any of the protected groups. This could include information you have obtained from other sources e.g. Home Office.

4.1 Age

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

4.2 Disability

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

4.3 Race

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

4.4 Religion or Belief

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

4.5 Sex

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

4.6 Sexual Orientation

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

4.7 Transgender

No research was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5. Consultation

Summarise the opinions of any consultation for all or any of the protected groups. Who was consulted and how e.g. survey, discussion, forum. If there was no consultation please justify why.

5.1 Age

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5.2 Disability

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5.3 Race

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5.4 Religion or Belief

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5.5 Sex

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5.6 Sexual Orientation

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

5.7 Transgender

No consultation was undertaken by the Staffordshire Commissioner, as the procurement was led by a third party.

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6. Conclusions

Taking into account the results of the monitoring, research and consultation, set out how the policy impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts)

6.1 Age

No impact

6.2 Disability

No impact

6.3 Race

No impact

6.4 Religion or Belief

No impact

6.5 Sex

No impact

6.6 Sexual Orientation

No impact

6.7 Transgender

No impact

7. Decisions

If the policy will have a negative impact on members of one or more of the protected groups, explain how the policy will change or why it is to continue in the same way. If no changes are proposed, the policy needs to be objectively justified.

There will be no negative impact on member of one or more of the 'protected groups'.

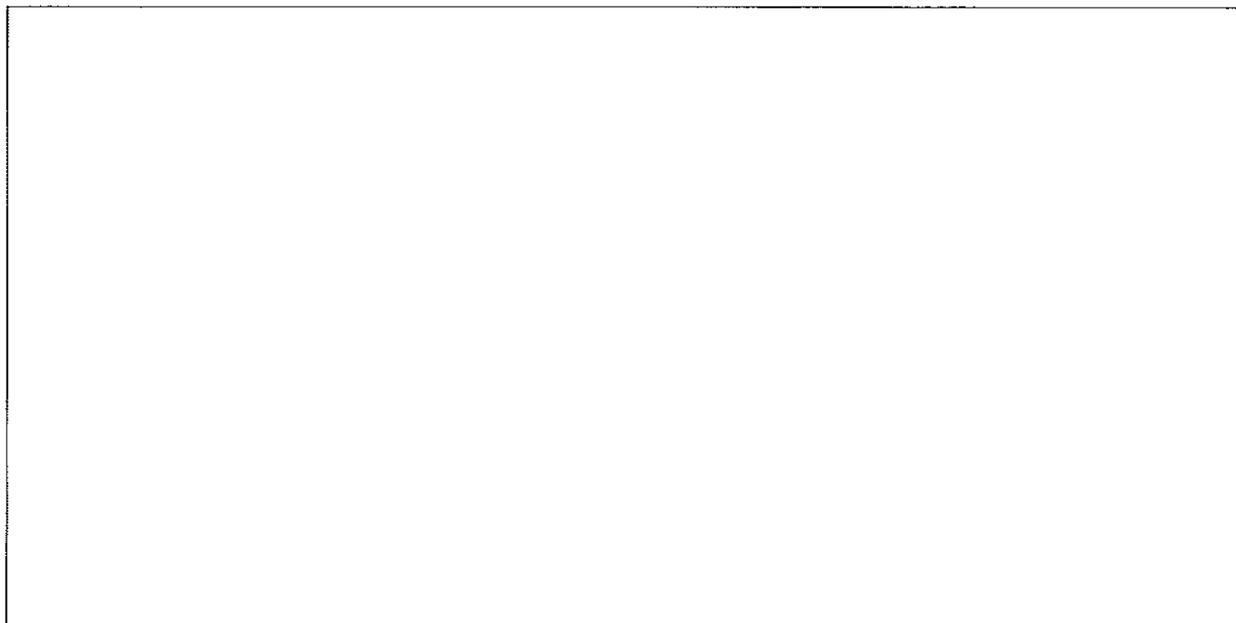
8. Monitoring arrangements

If the policy is new what consideration has been given to piloting the policy?

If monitoring is not already in place what arrangements have been made to monitor the effects of the policy on equality and diversity?

The Contractor has a contractual obligation to inform the Staffordshire Commissioner of any steps implemented to prevent unlawful discrimination. Further, the contract allows for the Commissioner to implement any 'reasonable requirements or instructions' on the Contractor to ensure compliance with equality and diversity legislation.

The Framework owner (Surrey and Sussex Police) will hold regular contract review meetings with the Contractor.



This equality impact assessment will be published on the SC website.

EIA Form Dated
01/08/2018

