

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**N/A**

***If not a Key Decision write n/a above***

### OFFICER DECISION RECORD <sup>i</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject:** Provision of a Cycle to Work Scheme with effect from 2 September 2024.

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** No

**Executive Member/Committee Chairman:** Bob Deering

**Portfolio (Executive Functions only):** Resources & Performance

**Officer Contact:** Sally Hopper (Director of Human Resources)

**Tel:** (01992) 555692

#### 1. **Decision**

To enter into a contract for the provision of a Cycle to Work Scheme from 2 September 2024. The contract will be for an initial period of two years with the option to extend for a further two periods of one year each. Therefore, the maximum duration of this contract could be four years.

The contract will provide a process which is accessible to all employees with varying abilities and levels of computer literacy. The products supplied as part of this contract will support all the Council's employees including those that have disabilities, in the form of adapted cycles. The contract will support local businesses and the local economy and promote Employee Wellbeing by promoting healthier journeys to work.

- 1.1 That the Director of Human Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.
- 1.2 Subject to 1.1 above, awards the provision of a Cycle to Work Scheme as set out in Annex A and approves the signing of the contract.

## **2. Reasons for the decision**

Following the relevant guidance from SPG as well as legal, a decision to procure using the Crown Commercial Framework was identified as the best option available to the Council.

The supplier specified in Annex A achieved the highest score during the evaluation process of an open and fair procurement procedure. To achieve this score, the supplier outlines how they would deliver the best quality services to the Council.

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

All other bidders who submitted their evaluation documents were considered and rejected after careful evaluation and moderation of their responses.

## **4. Consultation** *(see Summary of Requirements below)*

**Was any Councillor consulted?            No**

**If yes:**

- (a)    Comments of Executive Member/Committee Chairman *(delete as applicable)*
  
- (b)    Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

N/A

6. **I am proceeding with the proposed decision.**

Signed: Sally Hopper

Title: Director of Human Resources

Date: 24.05.2024

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>ii</sup>

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**Summary of Requirements to Inform/Consult Councillors**

<b>Significance of Proposed Action</b>	<b>Controversial</b>	<b>Relevant Councillor(s) to be Consulted</b>
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	<b>Executive Functions:</b> Consult relevant Lead Executive Member and, where appropriate, Local Councillor <b>Non-Executive Functions:</b> Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	<b>Executive Functions:</b> Inform Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Inform Local Councillor
Local	Yes	<b>Executive Functions:</b> Consult Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Consult Local Councillor
General or County-wide	No	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s)

		<b>Non-Executive Functions:</b> Consult relevant Committee Chairman
General or County-wide	Yes	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) and the Leader of the Council <b>Non-Executive Functions:</b> Consult relevant Committee Chairman/Leaders all Political Groups