

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 07 August 2016	Ref No: CS 538	
Type of Operational Decision:		
Executive Decision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: To be published		
Title/Subject matter: Award of Mini Competition for the Provision of Home to School & College Transport Additional Schedules 2017-18		
Budget/Strategy/Policy/Compliance - Is the decision:		
(i) within an Approved Budget	Yes	
(ii) not in conflict with Council Policy	Yes	
(iii) not raising new issues of Policy	Yes	
Equality Analysis [Does this decision change or make policy; change or make procedure or working practice? An Equality Analysis must be completed to assess the impact on equality and the relevance of the Public Sector Equality Duty. This should be signed off by your departmental equality representative and accompany this decision form. Please forward a copy to the Equality email for publication].	No	
	Signed: (By EA Officer)	Date:
Details of Operational Decision Taken: Tenders were invited for the Provision of Home to School & College Transport under the Home to School & College Transport framework agreement. A total of 31 contractors including Bury's internal transport team were appointed to the framework agreement in June 2015. The framework agreement is for the period 1 st September 2015 to 31 st August 2018 with an option to extend for a further twelve month period. Mini competition tender documents were sent to all 31 contractors that were appointed onto the framework with 5 mini competitions being returned by the closing date. Following evaluation and scoring of the mini competitions it is recommended that the individual schedules are awarded to the operators shown in appendix A.		

The attached appendix titled background information provides further detail in relation to the procurement process.

Contract Benefits:

- Competitive Pricing fixed for contract period.
- Discounted framework pricing offered against 1 schedule increasing savings.
- Demonstration that best prices have been received as well as achieving transparency, fairness and equality within the process.
- All operators assessed on Health & Safety standards applicable to the nature of the service in the original framework agreement.
- All drivers are DBS checked at the enhanced level.
- All drivers have undertaken the required level of safeguarding training (level 2) at no additional cost to the Council.

Decision taken by:	Signature:	Date:
Karen Dolton Interim Executive Director of Children, Young People & Culture	<i>Karen Dolton</i>	16/8/17
Members Consulted [see note 1 below]		
Finance	<i>Rever Howe</i>	16/08/17
Cabinet Member/Chair		
Lead Member	<i>Sharon Briggs</i>	7/8/17
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where an Executive Director considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**