



# THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

## DECISION RECORD FORM

<b>REQUEST:</b>			
That the Police and Crime Commissioner approve the extension of the national contract for fuel card services			
<b>Title:</b>			
Fuel card services contract extension			
<b>Executive Summary:</b>			
<p>Approval is required to commit to the extension to the national agreement for fuel card services to 31<sup>st</sup> March 2014. Cleveland Police have used the national contract for fuel card services for a number of years. The fuel card scheme provides a key service to drivers of operational vehicles and hire cars which help to support crime reduction and crime detection in the Cleveland area. Following a review of the options available for the procurement of fuel, the Fleet Strategic Review Group in May 2012 recommended the continued the use of fuel cards throughout the Force.</p> <p>The National GPS agreement for fuel card services is proven to offer the most cost effective route to Cleveland Police with regard to procuring fuel for operational vehicles and hire cars.</p>			
<b>Decision:</b>			
That the Police and Crime Commissioner approve the extension of the national contract for fuel card services.			
Note that a further report will be submitted to the Police and Crime Commissioner regarding commitment to a new national fuel card agreement from 1st April 2014.			
<b>Implications:</b>			
Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>(If yes please provide further details below)</b>			

**Decision Required – Supporting Information**

Financial Implications: (Must include comments of the PCC's CFO where the decision has financial implications)

The use of fuel cards and the promotion of supermarket fuel are proven to offer best value. The National GPS agreement for fuel card services is proven to offer the most cost effective route to Cleveland Police with regard to procuring fuel for operational vehicles and hire cars.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

The contract is awarded under national GPS Terms & Conditions.

**Equality and Diversity Implications**

There are no equality and diversity implications arising from the extension of this contract.

**Human Rights Implications**

There are no Human Rights Act implications arising from the extension of this contract.

**Sustainability Implications**

There are no sustainability implications arising from the extension of this contract.

**Risk Management Implications**

There is minimal risk in committing to the contract extension. The current service provider has many years experience providing Fuel Card Services.

**OFFICER APPROVAL****Chief Executive**

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

13/2/14

**Police and Crime Commissioner:**

The above request HAS / ~~DOES NOT HAVE~~ my approval.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

13/2/14



**CLEVELAND  
POLICE**  
*Putting People First*

## **Report of the Chief Constable to the Police and Crime Commissioner for Cleveland.**

**Status: For Decision**

### **Procurement report on the National Fuel Card contract**

#### **1 Purpose**

- 1.1 The purpose of this report is to seek approval from the Police and Crime Commissioner regarding commitment to the extension of the current Government Procurement Service (GPS) contract for fuel card services.
- 1.2 Cleveland Police have used the national contract for fuel card services for a number of years; the fuel card scheme provides a key service to drivers of operational vehicles and hire cars which help to support crime reduction and crime detection in the Cleveland area.
- 1.3 In line with the forces Contract standing orders, approval is required to commit to the extension of the contract to 31<sup>st</sup> March 2014.

#### **2 Recommendations**

- 2.1 That the Police and Crime Commissioner approve the extension of the national contract for fuel card services.
- 2.2 A further report will be submitted to the Police and Crime Commissioner regarding commitment to a new national fuel card agreement from 01<sup>st</sup> April 2014.

#### **3 Reasons**

- 3.1 The current Fuel Card Framework Contract governed by GPS has been extended to 31<sup>st</sup> March 2014.
- 3.2 As this contract extension falls outside of the original contract term and the average monthly spend on fuel is on average £80,000.00, approval is required to continue to use this contract to 31<sup>st</sup> March 2014.

- 3.3 GPS are currently working on a new contract for fuel card services which is due to go live on 01<sup>st</sup> April 2014, A further report will be submitted to the Police and Crime commissioner as soon as a contract recommendation has been put forward in order for approval for Cleveland Police to join the new contract.
- 3.4 Currently the fuel card system works by fuel cards being issued to drivers of police fleet vehicles and hire cars. Vehicles are re-fuelled using any garage which displays the fuel card logo. Full monthly reports, management data and invoices are issued to the Fleet Management team.
- 3.5 The procurement team conducted a review of fuel procurement during 2012 where several options of procuring fuel were assessed. The various options included the continued use of fuel cards and promotion of the use of supermarket fuel, collaborate with local authorities to re-fuel operational vehicles, install bunkered fuel tanks at select Cleveland Police sites and explore fuel saving technology.
- 3.6 An options paper was submitted to the fleet strategic review group in May 2012 whereby the group approved the recommendation to continue with the use of fuel cards throughout the force as well as the internal promotion of using supermarket fuel to achieve optimum cost reduction.

## **4 Implications**

### 4.1 Financial

4.2 As documented above, the use of fuel cards and the promotion of supermarket fuel are proven to offer best value in procuring fuel for Cleveland Police operational vehicles and hire cars.

### 4.3 Diversity & Equal Opportunities

There are no Diversity and equal opportunities arising from this report.

### 4.4 Human Rights Act

There are no Human Rights Act implications arising from this report.

### 4.5 Sustainability

There are no sustainability issues arising from this report.

### 4.6 Risk

There is minimal risk in committing to the contract extension. The current service provider has many years experience providing Fuel Card Services.

## **5 Conclusions**

- 5.1 It is recommended to commit to the National GPS contract extension to the 31<sup>st</sup> March 2014 in order to achieve best value.
- 5.2 As previously highlighted, the use of the National GPS agreement for fuel card services is proven to offer the most cost effective route to Cleveland Police with regard to procuring fuel for operational vehicles and hire cars.

Jacqui Cheer  
Chief Constable

