



Portfolio Holder Decisions

Resources Portfolio

1. **Mayor's Chauffeur and Attendant Service** (Pages 1 - 4)
Report of the Service Director Performance and Innovation

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Portfolio Holder Report

The portfolio holder will not make a decision on this item before 31 May 2018.

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr. Alan Vincent, Resources Portfolio Holder and Deputy Leader	9 May 2018

Mayor's Chauffeur and Attendant Service

1. Purpose of report

- 1.1 To seek approval to offer a renewed contract to PR Chauffeuring Services Ltd for the provision of the Mayor's Chauffeur and Attendant Service.

2. Outcomes

- 2.1 Provision of an effective and efficient Chauffeur and Attendant service.

3. Recommendations

- 3.1 That an exemption to the Council's Financial Regulations and Procedure Rules be approved to enable the offer of a renewed contract on the grounds that 'the goods and services provided are of a specialised nature carried out by only one or a limited number of firms with no reasonable satisfactory alternative available and that it continues to represent Best Value'.
- 3.2 That the renewed contract with PR Chauffeuring Services Ltd, be offered for a three year period until 1 May 2021 with the option to extend for up to an additional two years.

4. Background

- 4.1 Since 2003 the Council has approved the externalisation of the chauffeuring service. The current contract has been in place with PR Chauffeuring Services Ltd since June 2013.

4.2 This service includes the personal safety of the mayor/deputy mayor and consort(s) as well as the security of the mayoral chains. The work undertaken is often at unsocial hours and at weekends. The service provider is required to provide a vehicle suitable for the Mayor and their guests.

5. Key issues and proposals

5.1 Any company fulfilling this contract needs to provide a service that is acting in a far wider role for the Mayor than is covered simply by the title of Chauffeur. The chauffeur role as Mayor's attendant covers ceremonial responsibilities, ensuring the personal safety of the Mayor and the security of the Chains of Office at all times. The current service provider is fulfilling this role to a high standard judging from feedback received from the Mayor and relevant officers. They are working long, fluctuating, unsocial hours at what is judged to be a reasonable rate of pay.

5.2 Whilst there are numerous companies available offering chauffeuring services there is a shortage of alternative suppliers able to offer the comprehensive service that covers the full range of support at a competitive price.

5.3 Analysis has been carried out on whether it would be more cost effective for the council to employ the chauffer / attendant. This has confirmed that this would not be a money saving option.

5.4 PR Chauffeuring Services Ltd have confirmed that they would like to be considered for a renewed contract using the presently agreed fixed price.

5.5 Taking these factors into account the recommendation is for PR Chauffeuring Services Ltd to be offered a renewed three year contract for the Mayoral Chauffeur and Attendant Service with the option to extend for up to an additional two years.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3.03 of the council's constitution): "To consider departures from Rules relating to financial and contractual matters if appropriate "

Financial and legal implications	
Finance	The contract extension can be contained within the current budget provision of £17,530. A fixed price has been agreed and no inflation increase will be applied over the life of the contract.
Legal	The appointment of PR Chauffeuring Services Ltd complies with the exemption set out in the report to the Council's Financial Regulations and Procedure Rules. A contract for services will be entered into with PR Chauffeuring Services Ltd.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	X
equality and diversity	X
sustainability	X
health and safety	X

risks/implications	✓ / x
asset management	X
climate change	X
data protection	X

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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