

From: Peter Osborne Cabinet Member for Highways and Transport
Simon Jones, Corporate Director, Growth, Environment & Transport

To: **Growth, Environment and Transport Cabinet Committee – 10
March 2026**

Decision No: N/A – For information only

Subject: **Decisions taken between Cabinet Committee Meetings –
Concessionary Travel Card- contract extension**

Classification: **Unrestricted**

Past Pathway of Paper: Cabinet Member Decision

Future Pathway of Paper: N/A

Electoral Division: County-wide

Summary: This report informs the Cabinet Committee of a decision taken by the Cabinet Member for Highways and Transport between scheduled meetings, in accordance with the Council's constitution.

Decision 26/00003 approved a two-year extension to the contract for the processing of concessionary travel cards. While the decision could have been taken through the standard Cabinet Committee process, doing so would have created an unacceptable risk of statutory service failure due to the time-critical nature of the contract extension

Recommendation:

The Cabinet Committee is asked to note that decision 26/00003 to approve a contract award for the processing of concessionary travel cards was taken between meetings of the Cabinet Committee in accordance with the process set out in the Council's constitution.

1. Introduction

1.1

The Cabinet Member for Highways and Transport has taken decision 26/00003 as it could not reasonably be deferred due to the reasons set out in paragraphs 2.1 to 2.3 below.

2. Background to decision

2.1 The Council delivers statutory concessionary travel schemes which require continuous processing of applications and card production, meaning there can be no interruption to service provision.

2.2 The existing contract is delivered through a framework agreement which requires confirmation of the extension by 20 March 2026. Alternative options

were considered but dismissed due to the absence of suitable alternative frameworks and insufficient time to procure a new contract.

- 2.3 Any delay arising from the standard decision-making process could have prevented timely contract confirmation, creating a risk of statutory service failure and potential impact on approximately 280,000 service users. On this basis, the operational and legal risks of delay were judged to outweigh the governance risk of taking the decision between meetings.

Recommendation(s)

The Cabinet Committee is asked to note that decision 26/00003 to approve a contract award for the processing of concessionary travel cards was taken between meetings of the Cabinet Committee in accordance with the process set out in the Council's constitution.

4. Background Documents

- [Decision - 26/0003 - Concessionary Travel Cards - Contract extension](#)

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