

REPORT AUDIT TRAIL				
CONSULTATION <i>This is important as it shows that consultation has been undertaken in the preparation of the report and provides a quick reference point for specific comments, whilst the report will not be publishable if these areas have not been completed by the named persons below. You must liaise with and receive sign off from the relevant Cabinet Member(s).</i>				
Name/Position	Portfolio/Ward/ Directorate	Date Sent	Date Received	Comments in para:
Councillor Saghir Alam	Cabinet Member for Finance and Community Safety	19/05/26	10/06/26	Briefing was forwarded for review, with Email received from Councillor Alam giving his approval
<i>Andrew Bramidge, Executive Director</i>	Regeneration and Environment	04/09/26	04/09/26	The Executive Director has approved the report
<i>Chloe Parker, Finance</i>	Corporate Services	05/01/26	05/01/26	Approval provided following review of Procurement Business Case fully considering all financial implications
<i>Paul O'Reilly, Legal Services</i>	Corporate Services	08/08/25	08/08/25	Approval provided following review of Procurement Business Case fully considering all legal implications
<i>Karen Middlebrook, Procurement</i>	Corporate Services	21/05/25	21/05/25	The procurement process was managed by Paul Greenwood, Senior Procurement Category Manager, with approval provided by Karen Middlebrook, Head of Service
Equalities	Policy, Strategy and Engagement	02/06/26	29/06/26	Email received from Oscar Holden, Corporate Improvement Officer confirming approval of Equality Impact Assessment
<i>Sam Barstow, Service Director</i>	Regeneration & Environment	10/06/26	15/06/26	Approval of Officer Executive Decision. Sub Scheme of Delegation

REPORT APPROVAL TRACKING			
Equalities Your report will not be authorised for submission to Cabinet by your Executive Director if you have not undertaken and included an initial equalities screening. All equalities analysis documents should be sent to Equality@rotherham.gov.uk for feedback prior to being included as appendices.	Initial Screening completed and included with report	YES	02/06/2026
	Full Assessment completed and included with report	YES	29/06/2026
Carbon Impact Assessments Carbon Impact Assessments are to be appended to the associated cabinet reports. Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback prior to your report being sent to your Executive Director for approval.	Carbon Impact Assessment completed and included with report.	YES	21/07/2026
Background information <u>MANDATORY:</u> Insert headings for a few main public documents you have used or referenced to write this report. This is a legal requirement. For Cabinet reports, <u>insert hyperlinks</u> . Do not list private documents.	None		
Appendices If appendices are essential to the understanding of the report, list titles here. Ensure that appendices have proper titles. List any appendices relevant to the decision being taken first with the Equality Analysis documents coming next and the Carbon Impact Assessment being listed as the last Appendix for all reports.	Appendix 1 Tender Evaluation Report Appendix 2 Equalities Impact Assessment Appendix 3 Carbon Impact Assessment		
Cabinet Member Approval You should retain an email confirming the Cabinet Member approval for your records. Executive Directors should not authorise reports unless Cabinet Members have given sign off	YES	10/06/26	
Report Authorised by Executive Director	YES	04/09/26	
Report Authorised for publication by Chief Executive	YES/NO (delete as appropriate)	Click here to enter a date.	

Public Report with Exempt Appendices
Delegated Officer Decision

Committee Name and Date of Committee Meeting

Delegated Officer Decision - 04/09/26

Report Title

Supply of Liquid Fuels

Is this a Key Decision and has it been included on the Forward Plan?

Yes

Executive Director Approving Submission of the Report

Andrew Bramidge, Executive Director of Regeneration and Environment

Report Author

Andrew Hague, Transport Manager
andrew.hague@rotherham.gov.uk

Ward(s) Affected

Borough-Wide or Name of Ward

Report Summary

Due to the existing contract arrangements regarding the supply of Liquid Fuel products coming to the end of life, with no option to further extend, it is necessary to procure a new supplier to service the needs of the council

Recommendations

1. Approve the commission of liquid fuels supply services from an external provider, via a recognised framework, for a contract period of up to 4 years
2. Endorse the procurement exercise outlined within this report:

Award the contract for the supply of Diesel, Gas Oil A2 (Red Diesel), Hydrotreated Vegetable Oil (HVO), Heating Oil, and Adblue to Standard Fuel Oils Limited for a contract duration of 36 months, with an option to extend for a further 12 months, as the most commercially advantageous supplier pursuant to a call off arrangement via the YPO Liquid Fuels and Associated Products – 1173 Framework (Lot 25)

List of Appendices Included

Appendix 1 Tender Evaluation Report
Appendix 2 Equalities Impact Assessment
Appendix 3 Carbon Impact Assessment

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Supply of Liquid Fuels**1. Background**

- 1.1 The purchase of liquid fuels is essential in order to operate the council's vehicle fleet and support the delivery of frontline services to residents and businesses, such as waste collection, street cleansing and highway maintenance, as well as services to our more vulnerable residents through home enabling and passenger transport operations
- 1.2 The current contractual arrangements for the supply of liquid fuels has come to an end. It is essential that a new contract is awarded via a compliant procurement process for the continued operation of key council services and to ensure compliance with the Public Contract Regulations 2015 and the council's Contract Procurement Rules
- 1.3 RMBC has historically sourced its liquid fuel requirements via an external supply framework in order to take advantage of competitive pricing, to deliver value for money and to reduce risks associated with liquid fuel price volatility

2. Key Issues

- 2.1 The Council's current liquid fuels contract was previously procured using the YPO Framework 981 for the Supply of Liquid Fuels.
The authority has continued to procure fuel from the incumbent provider using the same contract, pricing arrangements and terms and conditions albeit this arrangement is now non-compliant from an internal procurement governance and legislative perspective
- 2.2 Without a Liquid Fuel contract in place, the council could be at risk of not delivering key strategic services, there is an ongoing requirement for Liquid Fuels to be available to ensure that council services run reliably and are cost effective

3. Options considered and recommended proposal

- 3.1 Do nothing and continue to purchase fuel as per the expired contract arrangement

This option has been excluded as there is a requirement for the provision of liquid fuels and we have a legal duty to procure a contract for its supply

- 3.2 Self-deliver

This is not a viable option, the council does not have the capacity or appetite to supply its own liquid fuel

- 3.3 Further extend existing contract

This is not an option as the contract has expired, with no further options available to extend

- 3.4 Appoint a supplier of liquid fuel requirements via an external supply framework in order to take advantage of competitive pricing, to deliver value for money and to ensure a compliant spend

This is the recommended option

4. Consultation on proposal

- 4.1 The Procurement Business Case was approved by the Head of Procurement and the Service Director for Community Safety and Streetscene, prior to it being circulated for implications and comments from business partners in Finance and Legal Services

- 4.2 Approval has been sought from the Cabinet Member for Finance and Community Safety

5. Timetable and Accountability for Implementing this Decision

- 5.1 Due to the expiry of the liquid fuel contract in November 2023, there has been a need to progress the procurement process at pace, in order to ensure that a compliant spend is in place in accordance with Public Contract Regulations

- 5.2 The decision will ensure the council will continue to have access to a supply of liquid fuel. The procurement of the contract will ensure that the council is operating in accordance with the procurement act

6. Financial and Procurement Advice and Implications

- 6.1 Approval was sought from the Head of Finance, Regeneration and Environment and was signed off on 26 January 2026.
During the procurement process, any implications arising were addressed

- 6.2 Relevant advice was sought from the Finance and Procurement teams and considered in this recommendations contained in this report

7. Legal Advice and Implications

- 7.1 Approval was sought from the council's Contracts Solicitor and was signed off on 8th August 2025.
During the procurement process, any implications arising were addressed
- 7.2 In line with the procurement process, risks considered have been duly recorded in the organisations risk management process

8. Human Resources Advice and Implications

- 8.1 There are no implications affecting Human Resources

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no implications affecting Children and Young People and Vulnerable Adults

10. Equalities and Human Rights Advice and Implications

- 10.1 An Equality Impact Assessment relating to the procurement of liquid fuels has been produced and approved by the Equalities Team.

11. Implications for CO2 Emissions and Climate Change

- 11.1 A Carbon Impact Assessment relating to the procurement of liquid fuels has been produced and approved by the Climate Change Team.
- 11.2 The recommendations in this report have no direct impact on environment, biodiversity or climate change. The continued use of fossil fuels will contribute to greenhouse gas emissions that are reported in the annual carbon budget performance reports. Initiatives to reduce the use of liquid fuels, currently in the pre procurement stage, will reduce this impact and although there are plans to promote the use of alternative low carbon energy sources, continued supply of liquid fuel is necessary in the short to medium term.

12. Implications for Partners

- 12.1 There are no implications for partners

3. Risks and Mitigation

- 13.1 All risks identified in the "1BB Procurement Business Case – Appendix B – Risk Register 23-044" for the supply of liquid fuels have been considered and reflected in the organisations risk register

14. Accountable Officers

Andrew Hague, Transport Manager

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Executive Director Regeneration & Environment	Andrew Bramidge	04/09/26

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This report is published on the Council's [website](#).