

Buying Guides

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Advertising for Public Notices

Buying guides for advertising

All public notice and advertising must be booked through TMP Worldwide.

Category Manager: Steph Galliford

TMP

Supplier number: 1177746

265 Tottenham Court Road, London, W1T 7RQ

Tel: 020 8501 9703

Lisa.Hayward@tmpw.co.uk

Account manager: Lisa Hayward

IBC catalogue: Freetext

Process

1. Send zuhayr.amjad@tmpw.co.uk an email which would contain the following information: copy of notice in Word document format and the [TMP order form](#).
2. TMP will then process the copy through their system and their in-house production will set the artwork as per the current template. It will then be checked by a reader.
3. Client Service (Zuhayr Amjad) will then send back a pdf of the advert, quote for insertion and an approval deadline (usually Monday at 10 am).
4. You can make amends over the phone or by email.
5. Once you approve your notice, TMP book the space with the Media and deliver high resolution artwork.
6. A Purchase Order must be raised to TMP to cover the advert. **For TTROs, you must use the existing blanket PO.**

Deadlines for publishing are: 10 am Friday for the following week's insertion to allow TMP enough time to composite (consolidate) every notice where possible.

First Point of Contact: Zuhayr Amjad - zuhayr.amjad@tmpw.co.uk - 020 8501 9687

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk Or

steph.galliford@oxfordshire.gov.uk

Audio visual equipment (projectors, multimedia screens)

How to source audio visual equipment via the Strategic Property team

Plans are underway for a number of the Council's key buildings to develop their facilities and re-imagine their operation.

Audio visual equipment (including projectors and multimedia screens) can therefore only be sourced by contacting the Strategic Property team, who will advise whether there is existing stock available for re-use. If there is no stock available for re-use, you will be asked to submit a business case to justify the new equipment to be purchased. Once approved, the actual procurement will be undertaken centrally by the project team responsible for the Property and Assets Strategy. Please submit your requests for audio visual equipment (whether re-used or new) by email to the following staff:

- [Michael Smedley](#)
- [Henry White](#)

Please do not purchase any audio visual equipment directly through IBC or by any other means such as catalogues or p-cards.

Category Manager: Martin Hall

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

martin.hall@oxfordshire.gov.uk

Strategic Property Team

michael.smedley@oxfordshire.gov.uk

henry.white@oxfordshire.gov.uk

Purchasing batteries

Purchasing batteries

Category Manager: Neil Howes

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Purchasing books

Vendor number and supplier details

Purchasing services are delivered via self-service tools through the Integrated Business Centre (IBC) in partnership with Hampshire County Council. Check the shopping catalogues for what is available, or order from the suppliers below or from Amazon Business (details at the bottom of the page).

Category Manager: Steph Galliford

Bertram

Supplier number: 1183598
1 Broadland Business Park, Norwich, NR7 0WF
Tel: 0871 803 6600
books@bertrams.com

Blackwells

Supplier number: 1184572
50 Broad Street, Oxford, OX1 3BQ
Tel: 01865 333671
rebecca.lee@blackwell.co.uk
Account manager: Rebecca Lee
IBC catalogue: Freetext

Contact Rebecca Lee in advance of an order being raised, to check stock, obtain a quote, and agree an estimated delivery time.

Waterstones

Supplier number: 1183371
William Baker House, Broad Street, Oxford OX1 3AF
Tel: 0843 290 8537
office@oxford.waterstones.com
IBC catalogue: Freetext

Please quote ESPO CONTRACT 376

Amazon Business

[Procurement & Wholesale Solutions | Amazon Business](#)

For access to OCC's Amazon Business account, please contact tara.morris@oxfordshire.gov.uk.
You can ask for guidance documents at the same time.

Contact details

Procurement and Contract Management Hub
procurementandcontractmanagement.enquiries@oxfordshire.gov.uk
steph.galliford@oxfordshire.gov.uk

Request catering services

Supplier details for catering services.

Category Manager: Neil Howes

Ann Munchies

Supplier number: 1183305

77 Home Close, Wolvercote, OX2 8PT

Tel: 01865 513 279

annsmunchies@outlook.com

Account manager: Ann

IBC catalogue: Freetext

Bunnys

Supplier number: 1183156

87 Wilkins Road, Cowley, Oxford , OX4 2JB

Tel: 01865 747657

bunnys.orders@hotmail.co.uk

IBC catalogue: Freetext

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Purchasing cleaning materials

Supplier details for buying cleaning materials

Category Manager: Neil Howes

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Purchasing clothing

Supplier details for buying clothing and uniforms. Make sure you read the **Clothing and [PPE user guide](#)** before ordering.

Category Manager: Neil Howes

Alexandra

Supplier number: 1154813

West Park House, Midland Way, Thornbury, Bristol, BS35 2NT

Tel: 03336001111

orders@alexandra.co.uk

Quote ESPO Framework 144

Arco Wessex

Supplier number: 1183144

PO Box 151, Omega Enterprise Park, Electron Way, Chandlers Ford EASTLEIGH SO53 4ZS

Tel: 02380 270000

westbromwich.branch@arco.co.uk

Quote ESPO Framework 144

Bishop Sports and Leisure Ltd

Supplier number: 75886

Bishop House, Crown Lane, Farnham Royal, Slough, SL2 3SF

Tel: 01753 648666

sales@bishopgroup.co.uk

Quote ESPO Framework 144

Greenham

Supplier number: 1183354

Bone Lane, Newbury Berks RG15 5SH

Tel: 01635 328 000

newbury.mail@greenham.co.uk

Quote ESPO Framework 144

HUNTER APPAREL SOLUTIONS LTD

Supplier number: 1090438

SPRINGTOWN INDUSTRIAL ESTATE, SPRINGTOWN ROAD, NORTHERN IRELAND

Tel: 02871 262542

sales@hunterapparelsolutions.com

Quote ESPO Framework 144

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

Quote ESPO Framework 144

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Computer hardware and accessories

Supplier details on buying computers, laptop bags, mice, keyboards etc

Category Manager: Martin Hall

Computers/Laptops/Screens

You must seek advice from the IT Innovation and Digital (ITID) service for any computer equipment that is planned to be attached to the Council's corporate network. These items must be sourced via the ITID team, as there are specific Council standards that must be met. There is a corporate purchasing arrangement for buying this type of equipment, which is required to be used for every computer hardware or equipment procurement.

Any purchase of computers that are not connected to the Council network and purchases of all other computer accessories should be discussed with your line manager and sourced through your local requisitioner in most cases.

Where there is a need to buy specialist computer accessories (i.e. non-standard equipment), for example to support your workplace DSE adjustment or occupational health need, then you should approach ITID for help with your purchase. Expert advice may be needed and a review/approval step is required.

Computer accessories - laptop bags, mice, keyboards etc

The following buying routes for non-ITID purchasing are offered as guidance. Please note that p-cards are an acceptable payment method provided that the supplier accepts this and your line manager and budget holder have signed off on the purchase.

Amazon Business

[Procurement & Wholesale Solutions | Amazon Business](#)

For access to OCC's Amazon Business account, please contact tara.morris@oxfordshire.gov.uk. You can ask for guidance documents at the same time.

European Electronique

Supplier number: 151140

FORWARD HOUSE OAKWOOD, OAKFIELDS INDUSTRIAL ESTATE, EYNHAM, OX29 4TT

Tel: 01865 883300

OCCinstalls@euroele.com

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

TOTAL COMPUTERS NETWORK LTD

Supplier number: 1091232

1 Brooklands Court, Kettering Venture Park, KETTERING NN15 6FD

Tel: 08456470000

web.enquires@totalcomputers.co.uk

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

martin.hall@oxfordshire.gov.uk

Confidential waste collection

Supplier details for buying confidential waste services

Category Manager: Katherine Booker

County Print Finishers

Supplier number: Internal Journal

Tel:01865 815809

countyprintfinishers@oxfordshire.gov.uk

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

katherine.booker@oxfordshire.gov.uk

Courier / delivery suppliers

Supplier details for courier / delivery services.

Category Manager: Neil Howes

Swift 24 hour

Supplier number: 1222105

Huntley House, Hambridge Lane, Newbury, RG14 5TU

Tel:01235436300

accounts@swiftcouriers.co.uk

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Design and print services, hybrid mail

Supplier details for design and print services

Category Manager: Martin Hall

County Print Finishers

Supplier number: Internal Journal

Tel: 01865 815809

countyprintfinishers[@oxfordshire.gov.uk](mailto:countyprintfinishers@oxfordshire.gov.uk)

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

martin.hall@oxfordshire.gov.uk

Purchasing first aid supplies

Supplier details for buying first aid supplies

Category Manager: Neil Howes

Lewis Medical Supplies

Supplier number: 1176428

Bankside House, Bankside Business Park, South Reddish, Stockport, SK5 7PG

Tel: 0161 480 6797

sales@lewis-plast.co.uk

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Franking Machines and Mailroom Equipment

Vendor number and supplier details

Purchasing services are delivered via self-service tools through the Integrated Business Centre (IBC) in partnership with Hampshire County Council.

Category Manager: Neil Howes

Neopost Limited, vendor number: 1187792

On all enquiries including orders and requests for demonstrations quote 'ESPO Contract 357'.

Supplier contact details

Neopost Limited

Machines: Tracy George, Account Manager: 07974 974180

tracy.george@neopost.co.uk

Service: Ben Smith: 0845 880 0000

Consumables: 0845 880 0002

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Fuel purchases - card and liquid

Supplier details for buying fuel

Category Manager: Kirsty Bridewell

Fuel cards

Allstar Business Solutions

Supplier number: 1183146

PO Box 1463, Swindon, SN5 6PS

Tel: 01793 887 000

laura.mundy@allstarcards.co.uk

Account manager: Laura Mundy

Fuels (liquid)

Certas Energy

Supplier number: 1183429

18 The Avenue, Hanover House, EGHAM, TW20 9AB

Tel: 01784 484406

nationalaccounts@certasenergy.co.uk

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

kirsty.bridewell@oxfordshire.gov.uk

Interpretation and translation

Category Manager: Steph Galliford

Supplier details for buying interpretation and translation services

From 1 August colleagues using interpreting and translation services need to book in a different way as our provider will be changing.

What do you need to do?

Our new provider is Premium Linguistic Services, and it will be providing all our interpreting and translation services from 1 August.

For all interpreting and translation from 1 August, colleagues need to:

- Book online at <https://pls.interpreterintelligence.com/app/login> for interpreting.
- Book online at <https://tpm-premiumlinguistic.s.xtrf.eu/customers/#/sign-in/> for translation.
- Call 0121 647 9115 for on demand telephone interpreting.

You will need your new username and password to book online or your team pin code to access telephone interpreting. If you don't have these [email the Oxfordshire Interpretation Service](#).

Find out more

Email the team at interpretation@oxfordshire.gov.uk with any questions.

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

steph.galliford@oxfordshire.gov.uk

Office furniture

Suppliers for buying office furniture

Category Manager: Neil Howes

The council has recently awarded a new contract for its office furniture with Combined Office Interiors. With this new contract the council is able to purchase furniture for both office working and working from home.

In order to make a purchase order please reference “ESPO Framework 282” when creating a simple shop order.

Please refer to the supplier catalogue to view furniture which can be ordered via Combined office interiors.

- [Furniture catalogue](#)

For further information please contact Helen Barker

Email: helen.barker@oxfordshire.gov.uk

Combined Office Interiors

Supplier Number 1289191

Centree House, Unit 6-8 River Road, Bicton Ind Park, Kimbolton, Huntingdon, Cambridgeshire, PE28 0LQ

Telephone: 01480 869001

Email: espo@combined-office.co.uk

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Office removal

Supplier details for office removal

Category Manager: Neil Howes

Headington Carriers Limited

Supplier number: 1184314

Tel 01993 811276 or 01865 311 000

enquiries@headingtoncarriers.co.uk

Services should be arranged via Corporate FM

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Tea, coffee and sugar

Vendor number and supplier details about tea, coffee and sugar

Category Manager: Neil Howes

The Oxford Coffee Company

Supplier number:118315040

Church Street, Ardington, Wantage, OX12 8QA

Tel: 01235 820656

info@oxfordcoffee.co.uk

Account manager: Susan Craddock

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Telephony equipment including mobile phones

How to order telephony equipment including mobile phones

Purchasing decisions for mobile phones and telephony equipment should be made by individual schools. There is no central buying of such devices by the Council on behalf of any school or group of schools.

However, the Council does have relationships with a range of telecommunication providers and, in extreme circumstances where other routes have failed, the Category Manager can be contacted to see if they can provide some support or assistance.

Category Manager: Martin Hall

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

martin.hall@oxfordshire.gov.uk

Arranging overnight hotel accommodation

Vendor number and supplier details

Before booking any overnight accommodation, you must have the approval of your cost centre manager.

Before making a booking, check hotel groups in the area via the internet to ensure that you are getting best value for money.

Once you have decided which hotel to use, you may book using the following route:

Contact the hotel and book using your OCC purchasing card or a personal debit or credit card.

Category Manager: Steph Galliford

Further information

Providing the details of a debit or credit card when making your reservation is requirement in order to secure the hotel room. This can be a personal card or an OCC purchasing card. A nominal holding charge may be made against the card, but the actual payment for the accommodation will normally be taken on the morning of checkout. The exception to this is when you are booking a hotel online and the room is advertised under 'pay in advance' booking terms.

The person staying overnight will settle the bill when they leave the hotel, unless they have already paid in advance. This can be using a personal debit or credit card or an OCC purchasing card.

When bills are settled using personal debit or credit card, the member of staff needs to claim this back through their expenses. Please ensure you keep a copy of the itemised hotel bill in order to submit it with your expense claim, and in the case of any attest or audit process that may be completed at a later date.

Supplier contact details

There are no preferred suppliers.

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

steph.galliford@oxfordshire.gov.uk

Document Management Services

Document management services including managed printing and document digitisation

Purchasing decisions for document management services (such as managed printing and document digitisation) should be made by schools according to their own requirements. There is no central buying of such services by the Council on behalf of individual schools or groups of schools.

However, the Council does have relationships with a range of document management services providers and, in extreme circumstances where other routes have failed, the Category Manager can be contacted to see if they can provide some support or assistance.

Category Manager: Martin Hall

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

martin.hall@oxfordshire.gov.uk

Purchasing signs

Vendor number and supplier details

Purchasing signs is handled via self-service tools through the Integrated Business Centre (IBC) in partnership with Hampshire County Council.

Category Manager: Neil Howes

Lyreco

Supplier number: 1183431
Unit 5, Deer Park Court, Donnington Wood, Telford
Tel: 08450 755544
corporate.orders.uk@lyreco.com
Account manager: Steve Jones
IBC catalogue: Punchout Catalogue

ESPO

Supplier number: 1183376
Grove Park, Barnsdale Way, Enderby, Leicester, LE19 1ES
Tel: 0116 265 7905
printable.orders@espo.org
IBC catalogue: Catalogue

Falcon Signs

Supplier number: 1183489
Brick Kiln Works, Childrey, WANTAGE, OX12 9PG
Tel: 01235 768868
sales@falconsigns.co.uk

Contact details

Procurement and Contract Management Hub
procurementandcontractmanagement.enquiries@oxfordshire.gov.uk
neil.howes@oxfordshire.gov.uk

Purchasing stationery and paper supplies

Supplier details for buying stationery and paper supplies

Category Manager: Neil Howes

Lyreco

Supplier number: 1183431

Unit 5, Deer Park Court, Donnington Wood, Telford

Tel: 08450 755544

corporate.orders.uk@lyreco.com

Account manager: Steve Jones

IBC catalogue: Punchout Catalogue

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Agency staff

Buying guide for agency staff and overview of agency workers including their legal rights

Category Manager: Steph Galliford

What is an agency worker?

An agency worker is someone who is supplied by outside employment agency to carry out work temporarily. Agency workers are not employees of the council but are either employees of the agency or self-employed. The council pays the employment agency for the worker's services and the agency pays the worker.

Is hiring an agency worker the best solution?

Employing agency workers can be expensive, other options include:

- assigning the work to other council staff
- offering part-time staff more hours
- asking other teams to pick up the work
- recruiting someone temporarily on a fixed term contract or secondment
- using a casual worker from our register

If the job is for three months or more consider advertising it as a temporary job rather than employing an agency worker. You can employ an agency worker to cover in the meantime.

Reasons to use agency workers

Hiring agency workers can be the most cost effective solution, such as:

- to provide cover while recruiting
- to cover short term holiday, sickness or unexpected absence
- to respond quickly to unexpected peaks in workload
- for short term projects needing specialists not available in the council
- for short term work with an unknown end date

Hiring agency workers from the council's approved agencies

You must hire agency workers from the council's approved agencies via Comensura. They are contracted to provide good quality workers, at agreed prices and carry out all necessary pre-employment checks (including [DBS Guidance](#) where necessary).

Legal rights of agency workers

From day one

The employment agency is responsible for paying the worker and making sure certain other employment rights are applied, but if you recruit an agency worker you are responsible for:

- their health and safety
- ensuring they have the same access to work facilities as other workers

- letting them have access to information about council job vacancies
- For roles that require a criminal record check - a copy of the DBS certificate should be verified on the workers first day

After 12 weeks employment

After 12 weeks of working for the council, agency workers are entitled to the same terms and conditions as employees doing the same or similar work, even if they have just worked one hour every week. This includes:

- pay
- working time, rest periods and breaks
- annual leave

In these circumstances, the agency may contact you to ask for details of the job's grade and pay, holiday entitlement, unless this has already been provided.

If there is break of more than six weeks then the 12 week qualifying period starts again unless the break is due to:

- Sickness or injury (up to a maximum of 28 weeks);
- Jury Service (up to a maximum of 28 weeks);
- Industrial action at the workplace;
- The workplace closes temporarily e.g. Christmas

There must be objective business reasons for the break and not just to avoid costs.

More information about the [agency workers regulations \(pdf format\)](#).

Pregnant agency workers

If pregnant agency workers have worked for the council for 12 weeks, they have the right to reasonable paid time off to attend ante-natal appointments.

Where the job they are undertaking is no longer suitable for health & safety reasons the worker must be offered alternative work. Where this is not possible, the worker is entitled to be paid for the remainder of the expected duration of the assignment. If the worker turns down suitable alternative work then she is not entitled to be paid.

Concerns or complaints about agency workers

You can stop using an agency worker at any time and should contact Comensura immediately if you have any concerns.

Comensura

Supplier number: 1223240

800 The Boulevard, Capability Green, LUTON, LU1 3BA

Tel:0844 477 0317

BusinessSupport@comensura.co.uk

Account manager: Nicol Nee

IBC catalogue: Freetext

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

steph.galliford@oxfordshire.gov.uk

Vehicle hire

Vendor number and supplier details

Category Manager: Kirsty Bridewell

Vehicle hire is a costly and environmentally unfriendly mode of transport. All other avenues must be explored before booking a hire vehicle, including but not limited to:

- Active travel (cycling, walking, etc.)
- Public transport
- Driving your own car and claiming the mileage on expenses (please note: you must have at least 'Class 1 business use' included on your insurance to take this option)

If you have no other option than to hire a vehicle, bookings should be made using [Enterprise B2B](#) (Business to Business system)

- This gives you the opportunity to book vehicles directly on the Enterprise booking site, which means that urgent bookings can be made directly. You can also amend and cancel any reservations rather than having to come via the Commercial and Procurement Team.
- You can set up the driver's details (name, address, car preference etc) so that next time you select them from the drop down these details default (You can amend)
- By selecting the car size, and the delivery and collection times and locations the Enterprise system will show you the cost of the booking (excluding the insurance costs. see below)

If you require access to make bookings, please email the [Procurement and Contract Management Enquiries](#) mailbox to request set up.

Please ensure that you include your Cost Centre, as payments are made via a virtual procurement card (no need to raise a Purchase Order on IBC). Your booking may be cancelled if a Cost Centre is not provided at time of booking.

Before you can drive a hire vehicle on county council business, your line manager must have seen your driving licence. If you have any endorsements (points), you must also send a copy to Oxfordshire County Council's [Insurance Team](#).

- Identify what type of vehicle you need - size, number of doors, manual or automatic and the delivery/collection method.

Delivery/collection can be in any of the following ways:

- Delivery/collection to a business address - this costs £7 each way and you need to consider where the vehicle can be parked if delivered early.
- Delivery/collection to a home address - this costs £7 each way.

You MUST be present for the vehicle handover and keep your own (ideally photographic) record of the vehicle condition at the time it was received. The same applies to the return of the vehicle.

Additional charges may apply:

- Delivery/collection out of hours (after 6pm and before 8am) may incur an additional charge and is discouraged.
- Any cancellations must be notified to Enterprise within 24 hours of the start time or close time. A charge of £20 will apply where less than four hours notice is provided. If the vehicle has been delivered a full day hire costs will be charged.
- Vehicles must be returned with the same level of fuel as when you receive the vehicle. The cost of the fuel can then be claimed back via expenses. Where a vehicle is returned with less fuel the charge will be pump price plus 20%. The Procurement and Commercial Team are monitoring excess fuel charges and any instances of this will be escalated to the drivers line manager.
- For traffic offences (parking/speeding fines etc.) a charge of £25 in addition to the fine will be charged. This will need to be paid by the driver.
- Congestion charge applies if you're driving in London's congestion charging zone. This can be paid beforehand, on the day of travel or the following charging day. The charge must be paid by the driver and claimed back via expenses, if it's for business reasons. Where the congestion charge is not paid by the end of the following day a penalty charge notice will be issued and dealt with as a traffic offence (see above).
- If you're transporting people in hire vehicles as part of your work, it's your responsibility to ensure that the correct seat belts/harnesses/child seats are used.

Insurance

Insurance is provided via Oxfordshire County Council's [Insurance Team](#). Vehicles will be insured at the following costs per day which will be re-charged to your cost centre at the end of the month.

Groups A, B, C and V1: £10 per day

Groups D and E: £15 per day

MPV £25: per day

If you're hiring a vehicle which isn't on the list of vehicles above, you must contact the insurance team for an insurance quote.

Supplier contact details

ukadr@ehi.com

03443 350218

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

kirsty.bridewell@oxfordshire.gov.uk

Venue hire

Vendor number and supplier details

Category Manager: Neil Howes

Supplier details

- Agiito
- Supplier Number: 1284141

All venue bookings must be made through Agiito, except [Hill End](#), Unipart House and Oxford Town Hall which can be booked directly with the venue.

Bookings for church halls, etc. can also be booked direct with the venue.

When you need to book an external venue, contact Agiito. They can also provide event management services.

- Request a booking account by emailing the following address: helpdesk@agiito.com / contact 0330 551 0030
- To place an order login to the Agiito webpage (agiito connect | Log in (nyscorporate.com)) and follow the instructions. Please use the [Meetings Pro user guide](#) for further support.
- You can also place orders by using the same phone number as above or by sending an email to bookings@agiito.com

Self-service purchasing through the Integrated Business Centre

Use the self-service system (IBC) to place your order with Agiito. The order must include the Agiito reference number, the name and contact details of the person making the booking and the name of the event at the agreed prices.

When the event has taken place, if there have been any changes to the original order (extra refreshments, use of equipment etc.) Agiito will receive the invoice from the venue and check with you that that you agree with it. Agiito will then invoice Oxfordshire County Council.

Top tips for using external venues

When booking an external venue, or attending an event there, it is important to remember that you are a representative of OCC and your interactions with venue staff are an opportunity to make a good impression. External venue staff should be treated with respect, kindness and patience at all times, in the same way you would treat a colleague, customer or resident.

To help you make the most of your time in such a venue, we have put together some top tips for using external venues, a concise set of best practices for hosting and attending events at third party sites around the county.

Tips to get the most out of your event

From our extensive experience working with colleagues internally and external venue suppliers, we've developed some tips to help get the most out of your event.

1. Always remember you and your attendees represent Oxfordshire County Council. In all your interactions, treat external venue staff with respect, kindness and patience, in

line with our organisational values, and ask the attendees to do the same on the day. This has the added benefit of making it more likely we'll be offered venue discounts and/or stable pricing in future.

2. Check the venue opening times. Be realistic about the time your event is likely to finish and find a venue that can accommodate this, with some time to spare in case you overrun. Remember - the venue will have booked their staff to work until a specified time based on how much they need to clear up and set up for the next event.
3. Think creatively about how to make the most of the space. While you may initially think you need additional rooms for breakout or other sessions, consider if you could space groups out in the main space, which sometimes creates a better atmosphere with everyone together.
4. Be clear about what is and isn't included in your agreed rate. Make sure you know about any additional charges and give venues plenty of notice if you need to arrange 'extras' (such as break out rooms or additional catering) so they can make staffing arrangements. Always expect to pay for requested 'extras' because it will cost the venue more to provide these to you.
5. Ask about the temperature. External venues are charged business rates for their energy bills and may be changing their approach to heating, given the higher-than-average fuel costs this autumn/winter. Find out whether the space you're booking tends to be particularly cold (or warm) and let attendees know to choose appropriate clothing in advance. If you know a space will be cool, consider adding some activities for your attendees to get up and walk around the room at different points during the event.
6. Tidy up before leaving. Make sure you have a group of people available to help clear up at the end of the event - moving furniture back into its original place, collecting paper to be recycled, returning crockery and cutlery to the catering table, etc.

Supplier contact details

Booking enquiries:

0330 551 0030

bookings@agiito.com

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

Waste and recycling services

Supplier details about buying waste and recycling services

Contact corporate FM.

See [intranet page](#).

Category Manager: Katherine Booker

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

katherine.booker@oxfordshire.gov.uk

Installing water coolers

Supplier details for buying water coolers

Category Manager: Neil Howes

Cooleraid

Supplier number: 1128376

Contact corporate FM for details

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk

White goods

Supplier details for buying white goods

Category Manager: Neil Howes

D.A.D (Domestic Appliance Distribution)

Supplier number: 1182156

Henry John House, Northway Trading Estate, Northway Lane, Tewkesbury

Tel: 01684 271454

ian.carpenter@dad-online.co.uk

ESPO

Supplier number: 1183376

Grove Park, Barnsdale Way, Enderby, Leicester, LE19 1ES

Tel: 0116 265 7905

printable.orders@espo.org

Contact details

Procurement and Contract Management Hub

procurementandcontractmanagement.enquiries@oxfordshire.gov.uk

neil.howes@oxfordshire.gov.uk