

**SOMERSET COUNCIL
EXECUTIVE ARRANGEMENTS MEMBER / OFFICER DECISION RECORD**

KEY DECISION RECORD

Contract Award for Electoral Service Printing

Executive Member: Leader of the Council and Lead Member for Governance and Communications

Local Member(s) and Division: - All

Lead Officer: David Clark, Service Director for Governance, Democratic & Legal

Author: Louise Potter, Electoral Services Manager (North)

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Date of decision: 28 November 2023

Date of publication of decision: 28 November 2023

Date decision comes into force: 6 December 2023

1. Key Decision

The Service Director – Governance, Democratic and Legal Services agreed to:

- a. Award a 2-year contract to the supplier as detailed in the Confidential Appendix A for the provision of electoral services printing.
- b. In consultation with the Leader of the Council and Lead Member for Governance and Communications, to consider a 2-year extension on the basis of a positive contractual performance review.
- c. Agree the case for exempt information for the Appendix A - Confidential Tender Evaluation Report, to be treated in confidence, as the case for the public interest in maintaining the exemption outweighs the public interest in disclosing that information.

Signed by:

The Service Director - Governance, Democratic and Legal Services

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The Leader of the Council and Lead Member for Governance and Communications

2. **Reason for Decision(s)**
As set out in the Officer's report
3. **Reason(s) for Urgency**
None
4. **Details of any alternative options considered and rejected**
As set out in the attached report
5. **Any relevant Personal Interest that the Executive Lead Member may have under the Council's Code of Conduct for Members**
None
6. **Details of any conflict(s) of interest declared by an Executive Lead Member consulted about the proposals and any dispensation from Chief Executive**
None
7. **Other background information considered by the Service Director and Lead Member before making this decision**
Comments received from Somerset Council Elected Members.