

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

KEY DECISION RECORD

Decision to award a contract for statutory printing services

Executive Member(s): Deputy Leader of the Council and Lead Member for Resources and Performance

Local Member(s) and Division: All

Lead Officer: Nicola Hix, Service Director for Finance and Procurement

Author: Richard Sealy, Interim Revenues and Benefits Manager

Contact Details: Richard.sealy@somerset.gov.uk

Date of decision: 9 February 2024

Date of publication of decision: 9 February 2024

Date decision comes into force: 19 February 2024

1. Key Decision

The Service Director – Finance and Procurement agreed to:

- a. Award an initial 2 year contract to the supplier as detailed in the Confidential appendix A for the provision of revenues and benefits printing. This contract may also include other statutory services such as housing and planning printing requirements and any other statutory requirements as required.
- b. The new contract will also include elections printing requirements which has been subject to a separate key decision.
- c. In consultation with the Deputy Leader of the Council and Lead Member for Resources and Performance to consider a 2 year extension on the basis of a positive performance review and the achievement of savings as predicted in the original proposal from the supplier.
- d. 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.

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Signed by:

The Service Director – Finance and Procurement

The Deputy Leader of the Council and Lead Member for Resources and Performance

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
None