

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

**KEY DECISION RECORD**

**Award of Contract for the provision of Postal Goods and/or Services (Hybrid Mail)**

Executive Member(s): Cllr. Mike Rigby – Lead Member for Economic Development, Planning and Assets Local Member(s) and Division: All

Executive Director: Chris Hall - Executive Director Community, Place and Economy

Date of decision: **8 November 2024**

Date of publication of decision: **12 November 2024**

Date decision comes into force: **20 November 2024**

**1. Key Decision**

The Lead Member for Economic Development, Planning and Assets agreed:

- a) To the recommendation to appoint the contractor identified in confidential Appendix A for the provision of Postal Goods and/or Services (Hybrid Mail) for Somerset Council for an initial 28-month contract, with the option to extend by 12 months via the NHS Shared Business Services Patient/Citizen Communication & Engagement Solutions Framework.
- b) That Appendix A with the financial details is to be regarded as exempt information and 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 Lead Member for Economic Development, Planning and Assets**

*Mike Rigby*

Lead Member for Economic Development, Planning and Assets

**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

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7. **Other background information considered by the Executive Lead Member before making this decision**  
None