

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

This is a retrospective decision notice.

SERVICE DIRECTORATE: *Customers*

1. DECISION TAKEN

For the agreement of a collaboration with Herts County Council for managed print services.

2. DECISION TAKER

Jo Dufficy – Service Director Customers

3. DATE DECISION TAKEN:

September 2019

4. REASON FOR DECISION

4.1 To enable the council to have access to a print facility following the decision to close the document centre. The agreement with Herts County Council (HCC) is to provide print services on a cost recovery basis only.

4.2 This decision notice is being produced retrospectively as one was not completed at the time of the agreement with HCC being executed. This oversight was realised during a recent review of contracts and so this decision notice is to correct that.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 There were no other suitable options as the HCC printing department were able to print at a high quality and at a price cheaper than could be found in any other printers used and at less cost than the Document Centre itself would charge for external work.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 Consultation took place with the executive member with responsibility for the print service, who at the time was Martin Stears-Handscomb.

6.2 Consultation also took place with the Leadership Team prior to the decision being made, and the Leadership Team supported the proposal.

7. FORWARD PLAN

7.1 This decision was not a key Executive decision and therefore was not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 The Document Centre had already been pared down and from May 2019 had been operated only by the manager. There had been a move towards an outbound mail contract, and all Revenues and Benefits system generated post had been outsourced since February 2019. The lease on the folder/insert machine was also due to run out in September 2019.
- 8.2 The decision to pare down the Document Centre was to assess whether the residual printing requirements would justify keeping the facility open. Following this, the volume of printing was showing a rapid decline and was set to continue as more services moved over to the outbound mail contract.
- 8.3 The decision to close the Document Centre needed to be made to avoid unnecessary costs in relocating to the District Council Offices and taking on new leases of printing equipment and that decision was made on the 19th August 2019.
- 8.4 Once the decision was made to close the Document Centre the Council needed to make provision for any printing that would be required in future. HCC already had a well-established and equipped print production unit and were able to provide the service that the Council would require on a cost recovery basis only.
- 8.5 As HCC are also a Local Authority an arrangement was made through a delegation of functions and a five-year agreement formed to run from 2020 to 2025.

9. LEGAL IMPLICATIONS

- 9.1. 14.6.4 (a) (ii) Service Directors are delegated the authority to enter into contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. TOR 14.6.7 (ii) of the Constitution provides that the Service Director: Customers shall exercise the functions powers and duties relating to: Customer Services, including A – the Customer Service Centre.
- 9.3. Section 14.6.7 (a) (i) of the Constitution also specifically gives the Service Director – Customers, the authority to manage, direct and control all resources allocated to the Directorate in accordance with the Council's policies and procedures.
- 9.4. The Contract Procurement Rules require the publication of a Decision Notice for any spend with a value of above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1. The current budget for the print contract is £50,000 per year, with a cumulative budget of £250,000 over 5 years which formed part of the business case for closing the Document Centre. The possible revenue savings from not re-locating the Document Centre were shown as £71,848 per annum.
- 10.2. There were no specific capital implications arising from this report.
- 10.3. There aren't any other financial implications arising from the report.

11. RISK IMPLICATIONS

11.1 At the time, the risk associated with not going ahead would have left us without access to print services, or increased costs having to go with a commercial organisation.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no equalities implications to this report.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and “go local” policy do not apply to this decision because the value was, at the time, above £50,000.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 Consultation was carried out under the Councils Reorganisation policy. The change resulted in redundancy for the post of Document Centre Print Manager.

16. BACKGROUND PAPERS

16.1 None.

17. APPENDICES

17.1 None.

NOTIFICATION DATE

05 August 2022

Signature of Executive Member Consulted
(Cllr Ian Albert, Executive Member for Finance and IT)

Date 15/07/2022

Signature of Decision Taker

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS