

Report of Family Information Service Manager

Report to the Director of Children's Services

Date: 10/07/2014

Subject: Request to waive contract procedure rule 31 and use an external print company



Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The purpose of this report is to request permission to use an external printing company rather than the internal print unit for the production of leaflets.

Recommendations

2. The Director of Children's Services is recommended to approve the waiver of contract procedure rule 31 and allow the Family Information Service to use an external print provider, Duffield's Printing Ltd, rather than the internal print unit.

Purpose of this report

- 1.1 The purpose of this report is to seek permission to waive contracts procedure rule 31 and use an external print company rather than the internal print unit.

2 Background information

- 2.2 Following on from the success of providers offering Free Early Education to three and four year olds, the same entitlement is now been offered to two year olds who meet the eligibility criteria. An additional 4,000 places for 2 year olds are required in Leeds by September 2014.
- 2.3 An initial print run was undertaken in May last year to promote the 2 year old offer, raise awareness and to encourage provision and take-up by service providers.
- 2.4 A further print run was done in January 2014.

3. Main issues

- 3.1 The current supply of leaflets has now run out and a further supply needs to be re-printed. This also provides an opportunity to update the leaflets to reflect the changes to the eligibility criteria as the 2 year old offer continues to evolve. The leaflet is a vital part of our communication strategy.
- 3.2 The Family Information Service requires 10,000 leaflets to be printed in full colour trifold.
- 3.3 Initial quotes for the production of the new leaflet have shown that the internal print unit who we are obliged to use would charge us £508 for this process. Enquiries with external print companies have indicated that this work could be undertaken for £356 which is a saving of £152 in comparison to the internal print unit.

4. Corporate Considerations

4.1 Consultation and Engagement

N/a

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Screening form attached at Appendix 1.

4.3 Council policies and City Priorities

- 4.3.1 It is not considered that paying more for the production of leaflets is in line with either the Council value of 'spending money wisely' or with the Chief Executive's desire to 'land the budget'.

4.4 Resources and value for money

- 4.4.1 The use of the internal print unit is not felt to be providing value for money in this instance. In addition, the print unit are often unable to accommodate large scale print requests and outsource the work.

4.5 Legal Implications, Access to Information and Call In

4.5.1 N/a

4.6 Risk Management

4.6.1 N/a

5 Conclusions

5.1 In view of the current economic climate and the significant budget pressures faced by Leeds City Council, the Family Information Service would like permission to use the external print provider.

6. Recommendations

6.1 The Director of Children's Services is recommended to approve the waiver of contract procedure rule 31 and allow the Family Information Service to use an external print provider, Duffield's Printing Ltd, rather than the internal print unit.

7. Background documents¹

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.