

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	Susanna Benton	Telephone number: 0113 3784771	
Subject²:	Re-procurement of the contract for the Council's Printing Requirements for Electoral Services		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer Elections and Regulatory approved the procurement of a printer to produce electoral registration and election material.</p> <p>This is required following the abandonment of the exercise carried out in 2021 due to an error in the published scoring matrix. The abandonment was carried out under CPR 12.5.</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>Electoral Services require a contract to be in place for the printing of all statutory documents in connection with the 2 main functions of the Service, namely electoral registration, and elections. The contract is required to assist the Electoral Registration Officer and Returning Officer to exercise his statutory functions. See full report for details.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The Internal Service Provider was consulted to explore whether the printing services could be provided in-house however this has been declined (although it may be revisited in the future when new software has been installed and thoroughly tested). Consideration was also given to combining these requirements with those of Revenues and Benefits but due to the specialised nature of the printing required for electoral services this option was also not considered viable.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member Cllr Coupar, 29 Jun 2022
	Ward Councillors Not applicable
	Chief Digital and Information Officer ⁵ Not applicable
	Chief Asset Management and Regeneration Officer ⁶ Not applicable
	Others Cllr Scopes, Scrutiny Board Chair, 29 Jun 2022
Implementation	Officer accountable, and proposed timescales for implementation Philippa Elliot, Procurement Category Manager (Business and Professional Services) Contract in place by 1 December 2022.
List of Forthcoming Key Decisions⁷	Date Added to List:- 30 May 2022
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>


⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ John Mulcahy, Chief Officer Elections and Regulatory		
	Signature 	Date 30 June 2022	

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.