

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input 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 checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Susanna Benton, Head of Electoral Services	Telephone number: 0113 3784771	
<b>Subject<sup>2</sup>:</b>	Award of contract for printing services for Electoral Services		
<b>Decision details<sup>3</sup>:</b>	<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 has taken the decision to award a contract to Print Image Network Ltd for the provision of expert electoral printing services for all and elections and electoral registration related documents. The contract will commence on 01 December 2022 and expire on 30 November 2024, with a 24 month extension option available. The value of the contract is estimated to be no more than £1m.</p> <p>A thorough tender evaluation exercise has identified a preferred printer, who has scored highest overall across qualitative and quantitative aspects.</p> <p>This is a significant operational decision as a direct result of a key decision taken on 1/07/22 ref D55416 Re-procurement of the contract for the Council's Printing Requirements for Electoral Services</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>Given the rigour of the evaluation process and the justifications given in the content of the accompanying report, the Chief Officer, Elections and Regulatory has given approval to award the contract to Print Image Network Ltd.</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

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

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
	See accompanying report.	
<b>Affected wards:</b>	All	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Cllr Coupar, 29 Jun 2022	
	Ward Councillors	
	Chief Digital and Information Officer <sup>5</sup>	
	Chief Asset Management and Regeneration Officer <sup>6</sup>	
	Others Cllr Scopes, Scrutiny Board Chair, 29 Jun 2022	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Susanna Benton, Head of Electoral Services. Contract in place by 1 December 2022.	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 30 May 2022	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 Signature _____ Date _____	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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


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

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

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

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

<sup>9</sup> 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.

	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> John Mulcahy, Chief Officer, Elections and Regulatory	
	Signature 	Date 21 October 2022

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