

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

n/a

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Next Generation Programme: HCC2314494 Award for the Provision of Printing and Postage for HR and Finance Documents with effect from 1 April 2023.

Type of Decision: Executive/Non-Executive
(Please delete as applicable)

Key Decision (Executive Functions only): No

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Scott Crudgington

Tel: 01992 555000

April 2020

1. Decision

To enter into a contract for the provision of printing and postage for HR and Finance documents. HCC currently have approx. 32,000 payslips which are printed and posted monthly to various Schools, Academies as well as non-self-service users within Council Departments and Traded Companies. Finance requires the printing of BACS Remittances and Invoices, approx. 30,000 are printed and posted annually to various customers/suppliers. This contract will be for 12 months until March 2024.

1.1 That the Executive Director of Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

1.2 Subject to 1.1 above, awards the provision of a printing and postage function for HR and finance documents as set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

Following the relevant guidance from SPG as well as legal, a decision to procure using an STA for 12 months was identified as the best option available to the Council.

Continuation of this service provision for 12 months from 1 April 2023, will allow HR and Finance to focus on the procurement and implementation of a new provider for an E Payslip and finance documents solution.

3. Alternative options considered and rejected

Other procurement exercises were considered but concluded as not possible as they could significantly increase the cost and time for implementation.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? Yes *Bob Deering*

If yes:

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

April 2020

(b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **[Following consultation with the Executive Member/Committee Chairman,] I am proceeding with the proposed decision.** *(delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)*

Signed: Scott Cudgington

Title: Director of Resources

Date: 22-Mar-2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions:

		Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups