

Decision Schedule

Decision by	Director for Corporate Services
Made on	21 September 2020
Date decisions published	22 September 2020

Item no.	Agenda item	Contact Officer	Decision	*Key/ Non Key	**Last date for call in
	Award of Stationery Supplies Contract	David Scott Corporate Services Manager	To call off and award a contract to Banner Group Limited from the Crown Officer Supplies (COS) Framework RM 3723 for Stationery Services on a 1 year contract with the option to extend for up to a further period of 1 years (1 + 1) at a total value of £18k (£9k per annum).	Non-Key	N/A

Call in

***What is a Key Decision?**

A Key Decision is an [executive decision](#) likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

All Key Decisions will come into effect three working days (not including the date of publishing) after a decision has been published. The last date for call in will be included on the decision notice.

****What happens once a Key Decision has been made?**

When a [Key Decision](#) is made the decision shall be published within two clear working days of being made.

Copies of the notice of decision shall be published;

- In hard copy (upon request) at the main offices of the Council.
- By email which will be provided to all members.
- On the website.

All Key Decisions will come into effect three working days (not including the date of publishing) after a decision has been published. The last date for call in will be included on the decision notice.

How can scrutiny members call in a Key Decision?

The call-in request shall be on a completed [call-in request form](#) and include the names and signatures of six members excluding Cabinet Members, the decision making principles it is believed have been breached and also the reasons for this.