

RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	David Scott – Corporate Services Manager
2. Title / Subject Matter:	To call off Banner Group Limited for the provision of Stationery Supplies from the Crown Office Supplies (RM3723) Framework
3. Decision Reference No.	CEX085
4. Type of Decision:	Public
<p>5. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.)</p> <p>1. 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).</p>	
<p>6. Reasons for Decision: (Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision)</p> <p>The National framework is compliant with the Public Contract Regulations 2015.</p> <p>This agreement has been designed to enable public sector customers to access all of their office supplies requirements via a single solution. It helps customers achieve savings by buying through a core list of standard specification products including:</p> <ul style="list-style-type: none"> • office stationery, such as pens, pencils, filing and presentation items • office paper and board • small office machines such as desktop printers, shredders, labelling machines and laminators • electronic consumables such as ink and toner cartridges • janitorial products such as washroom supplies, washing-up liquid and refuse 	

sacks • catering consumables. Banner Group Limited have been procured in compliance with Rule 7.0 of the contract procedure rules.	
7. Authority / Legal Power: (Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action) Legal – See below Contact Procedure Rules: Chapter 3 Rules 7.0 Financial Procedure Rules – Chapter 3 Rule 6.0 (section 17.4)	
8. Background Papers attached? (Background papers are to be attached (unless exempt))	No
9. Alternative options available / rejected: (Briefly summarise what other options, if any, are available or considered and why they were rejected.) Not to procure which would leave the authority at risk of challenge. The council has undertaken a previous procurement process where an alternative supplier had been selected. However, this supplier was unable to fulfil the requirements of the contract they secured and therefore in consultation with Welland Procurement and legal services it was agreed to terminate this contract. The award of this new contract has been undertaken as a result utilising a framework option and is being awarded to the previous supplier that the Council has used with no issues and has a good track record.	
10. Implications: (Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)	
Legal	This is not a key decision and can be taken by an officer through the scheme of delegation. The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to

		<p>have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations</p> <p>The Council's Contract Procedure Rules, Chapter 3, Part 7 at paragraph 7 permits a contract of any value to be procured via a framework agreement or DPS, compliance with these Rules and relevant national and EU law is achieved through compliance with the framework agreement/DPS terms and conditions.</p> <p>The Senior Leadership Team must ensure that Value for Money is achieved in all procurements.</p> <p>The contract award must be approved by a member of the Senior Leadership Team.</p> <p>The contract must be signed by a member of the Senior Leadership Team.</p> <p>The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations. The Officer is responsible for the subsequent storage and safe keeping of the signed contract.</p> <p>Where the contract is valued over £25,000 an award notice is required on Contracts Finder, Welland Procurement is responsible for such award notices.</p> <p>If the above criteria is satisfied, using a framework agreement will reduce the risk of challenge for the Authority</p>
	Finance	<p>The annual value stationary spend across the Council is £9k and there is annual budget in place to cover this.</p> <p>This contract is being managed by the finance team centrally.</p>
	HR	N/A
11. Signature of Decision Maker: Please do no 'pp' for a Senior Officer		Signature redacted David Scott, Corporate Services Manager

12. In consultation with: (Where applicable)	Not applicable
13. Date:	21st September 2020

Please send all decision for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk