



TITLE OF CONSULTATION: ELECTION PRINT PROCUREMENT
OFFICER REQUESTING: HEAD OF CORPORATE GOVERNANCE
SIMON COPLEY

1.0 PURPOSE

1.1 To seek approval, as required under Financial Regulation 13.9, to undertake a procurement for elections and electoral registration printing and associated mailing, and enter into a contract with the successful supplier following a tender process.

2.0 RECOMMENDATION(S)

2.1 It is recommended that approval be given, as required under Financial Regulation 13.9, to undertake a procurement for elections and electoral registration printing and associated mailing, based on an anticipated spend of approximately £45k per year, for an initial two year term, with the option to extend for two additional one year terms, and enter into a contract with the successful supplier following an open tender process.

3.0 REASON FOR RECOMMENDATION(S)

3.1 A procurement process is required to be undertaken for election print arrangements from 2021 and this needs to be run over the summer of 2020, to appoint a successful supplier in order to commence works in autumn 2020 in preparation for the elections in spring 2021.

3.2 The approval sought ensures that the procurement will be compliant with the Council's Financial Regulations and Contract Procedure Rules.

4.0 SIGNIFICANT RISKS

4.1 Ensuring Financial Regulations are complied with reduces the risk of any challenge to the procurement process.

4.2 Timely procurement of a suitable specialist supplier supports risk management and project planning for successful delivery of the elections in 2021 and subsequent years.

5.0 IMPLICATIONS

5.1 The following implications have been identified:

a) Financial

The anticipated spend is approximately £45k per year, for an initial two year term, with the option to extend for two additional one year terms, subject to satisfactory

performance and not exceeding the OJEU threshold.

The elements of spend related to electoral registration and District and Parish elections are included routinely in the annual budget approved by Full Council. Spend related to other elections is reimbursed to the Council by national government, or, for the County elections, the County Council.

b) Legal

There are no legal issues with the decision requested and the procurement process proposed.

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)

There are no other implications arising directly from this decision request. Health and safety and climate change implications are considered as part of the procurement process.

6.0 MONITORING OFFICER ADVICE

Under business as normal, this decision would have been taken at Policy and Resources Committee, so consultation is required with the Leader of Council, who Chairs this Committee. As approval of the associated budgets is dealt with separately through the Council's budget setting process, this is not a Full Council decision.

7.0 CONSULTATION RECORD

According to the Constitution, under urgency powers, decisions usually taken by the Council and its committees are taken by the CEO following consultation with the appropriate elected members.

The appropriate elected members are:

- The Leader of the Council
- The Chair of the appropriate committee, for matters relating to that specific committee¹
- Relevant Ward member(s), if any, for matters of particular relevance to that ward²

Name of consultee	Cllr Duncan – Leader of Council
Cllr Duncan was consulted on 3 July 2020 and was satisfied with the recommendation.	
Date consultation completed	03-07-20

8.0 DECISION

Decision of the CEO based on consultation	The recommendation is approved.
Date	03-07-20

¹ "Chairman of the appropriate Committee" refers to committee specific matters and does not mean that all Committee Chairs will be consulted on everything

² "Relevant Ward Member(s), if any" refers to ward specific matters and does not mean that all Members will be consulted on everything