

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	GW1 Procure Print Management Contract
Decision-maker	Cabinet Member for Finance, Performance and Democracy
Earliest date when decision can be taken	29 June 2021
Key decision – Yes/No?	Yes
Date published on forward plan	May 2021
Date sent to cabinet member	21 June 2021
Recommendation	That the Cabinet Member for Finance, Performance and Democracy approves the procurement strategy for the procurement of print management services for a maximum of four years (three years plus an optional one-year extension) at an estimated cost of £3.22m by calling-off from Lot 2 of the Crown Commercial Services Print Management Services framework RM6170.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer (Name and job title)	Paul Symington, Head of Corporate Facilities Management
Report author (Name and job title)	Linda Campling, , CFM Corporate Procurement Manager (Interim)

ORIGINATING AUTHOR'S DETAILS

(Officers to complete this section prior to issuing to cabinet member)

Contact Number

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PART B

(Cabinet member to complete this section)

DECISION(S)

I agree the recommendations

REASONS FOR DECISION

As set out in report

**ALTERNATIVE OPTIONS
CONSIDERED**

None

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

None

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

