

## Decision by Portfolio Holder



**Report reference:** TSS-001-2016/17  
**Date of report:** 22 May 2017

**Epping Forest  
District Council**

**Portfolio:** Technology and Support Services

**Author:** Sharon Lekha (Ext. 4151) **Democratic Services:** J Leither

**Subject:** Corporate Stationery Contract

**Decision:** To seek retrospective approval for the present supplier of corporate stationery to the Council to continue to supply goods for a period of one year from 1st April 2017 to 31 March 2018 with option to extend the contract for a further two years from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2020, reviewed annually.

**ADVISORY NOTICE:**

*A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest.  
A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.*

I have read and approve/~~do not approve~~ (delete as appropriate) the above decision:

Comments/further action required:

Signed: Cllr A Lion

Date: 23<sup>rd</sup> May 2017

*Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:*

None

*Dispensation granted by Standards Committee:*  
Yes/No or n/a

N/A

**Office use only:**

Call-in period begins: 26/05/2017

Expiry of Call-in period: 02/06/2017

***After completion, one copy of this pro forma should be returned to Democratic Services IMMEDIATELY***

**Reason for decision:**

The current contract to supply stationery corporately from Banner Business Services Limited commenced from the 1<sup>st</sup> December 2012. The proposed start date for renewal of the contract is from the 1<sup>st</sup> April 2017 for an initial period of 12 months up to 31 March 2018. There is an option to extend the Contract for up to a maximum of 2 years, reviewed annually, making an end date of 31<sup>st</sup> March 2020. We would like to seek approval for this option to be granted.

The Council's specification requirements can be met using Framework Agreement RM3723 Crown Commercial Services. Our existing supplier is the only supplier of goods on this framework for stationery (non ICT Goods)

**Initialed as original copy by  
Portfolio Holder:**

**Options considered and rejected:**

- 1 To carry on and do nothing which is in breach of the Council's Financial Regulations and Procurement Rules. We could also not guarantee that the Council were obtaining the best value for money.
- 2 To undergo a full procurement exercise which would be time consuming and unnecessary when there is a Framework Agreement in place which can be used.

**Background Report:**

3. This supplier was the council's first corporate supplier of stationery. Finance & ICT trialled the Government Office Supplies Contract (GOSC) for Stationery using Banner Business Supplies over a five month period. Finance & ICT reported savings of 32% over the trial period. It was agreed that the Director of Finance would take the findings to Management Board and suggest that the use of Banner Business Supplies be applied across the Authority. (Procurement Steering Group Meeting 11/10/12, Minute 172 (a))
4. Management Board agreed that Banner Supplies could be used for the ordering of all stationery with effect from the 1 December 2012. (Management Board Meeting 4<sup>th</sup> November 2012)
5. The Contract Section of Legal within the Council have reviewed the framework and are satisfied that this framework can be used for a further period up to 31 March 2020, with annual reviews.
6. It is proposed to evaluate the contract before commencement of the two year extension period to ensure that quality and value for money are being obtained by the Council.

**Resource implications:**

If the existing contract is renewed and extended on the same terms and conditions for twelve months there should be no additional costs to the Council. If the contract is then extended for a further two years, evaluation of the contract can take place to ensure value for money and quality expectations are being met.

**Legal and Governance Implications:**

Financial Regulations/Procurement Rules have all been followed and adhered to

**Safer, Cleaner and Greener Implications:**

N/A

**Consultation undertaken:**

**S McNamara - Procurement Manager  
F Sheikh - Legal Department  
Procurement Steering Group  
Management Board**

**Background Papers:**

Procurement Steering Group 11/10/12, Minute 172(a)  
(Management Board Meeting 4<sup>th</sup> November 2012)

## **Impact Assessments:**

### Risk Management

If there are no rigid contract arrangements in place for the provision of stationery to the Council, the Council would be in breach of its Procurement Rules and possibly open to challenge from other stationery providers. Discounts supplied to the Council would also be minimal resulting in additional unnecessary costs. There is minimal risk to the Council should this contract fail at any stage during its lifespan, as there would be multiple other stationery suppliers available to purchase from until a new contract could be let.

### **Equality Analysis:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.

**Key Decision Reference (Y/N): N**