


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>  Postal Services Contract	
<u>DECISION REFERENCE</u>  DO/65/2025 (JL)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. Cabinet 15 <sup>th</sup> January 2025 – Minute No CB72
<u>DATE OF DECISION</u> 29/01/2025	<u>DECISION MAKER (Name and Job Title)</u> Jamie Lees – Assistant Director for Central Operations  
<u>RECORD OF THE DECISION</u>  a) The issue  The Council have been involved in an aggregated procurement exercise via CCS. This procurement will provide lower costs for postage services. Currently there is no contract in place for postal services, a pay as you go agreement is in place with Royal Mail. This will be replaced by Whistl as a supplier.  This has been approved by Cabinet.  b) The Decision  To approve the procurement of Whistl as a supplier for postage services to the Council.	
<u>REASON FOR THE DECISION</u>  Securing postal services via this aggregated procurement will deliver lower costs for the Council for postage services.	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Alternatively, the Council could continue current arrangements via Royal Mail, rather than procuring Whistl. This has been rejected as it would not deliver the savings available via Whistl.</p> <p>The Council could also seek to procure a new supplier via on its own. This would be unlikely to deliver the same level of savings as doing so via an aggregated procurement and would also create additional workload for multiple teams which has already been completed by Crown Commercial Services as part of the aggregated procurement.</p>
<p><u>WARD RELEVANCE</u></p> <p>N/A</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The contract value will depend upon actual usage, but is forecast to be approximately £140,000 per annum. A saving is anticipated from this contract, it will vary depending on volume this is forecast to be £30,000.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Relevant team members within the Corporate Admin team have been consulted and are happy with the procurement.</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>N/A</p>
<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>N/A</p>
<p><u>EQUALITIES IMPLICATIONS</u></p> <p>N/A</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>N/A</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>Savings of £30,000 are forecast from this procurement.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>N/A</p>

SECTION 17 CRIME & DISORDER IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

There are no significant risks arising from this procurement. Whistl are an established and experienced supplier, significantly mitigating the risk involved of this procurement.

ENVIRONMENTAL IMPLICATIONS

N/A

LEGAL IMPLICATIONS

Currently there is not a contract in place for postal services, so putting a contract in place should deliver greater legal protection to the Council.

ANY OTHER COMMENTS

N/A

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**