



OFFICIAL EXECUTIVE DECISION NOTICE

PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

Title of decision	AWARD OF CONTRACT FOR PRINTING AND POSTAGE FOR EXCHEQUER SERVICES
Reference No.	237
Date of decision	05 August 2021
Call-in expiry date	5pm, on 12 August 2021
Relevant Select Committee(s)	Corporate, Finance and Property Select Committee
Relevant Ward(s)	All Wards

Decision made

Cabinet Members making the decision	Cllr Ian Edwards – Leader of the Council Cllr Martin Goddard - Cabinet Member for Finance
DECISION	APPROVED That the Leader of the Council and the Cabinet Member for Finance agreed to award a contract, with effect from 1 August 2021 for 1 year, plus the option to extend for one further period of 12 months, to DSI Billing Services Ltd to provide printing and postage services for Exchequer Services (Council Tax, Business Rates, Business Improvement Districts (BIDS), Corporate Debtors, Adult Social Care Financial Assessments and Benefits services).
Reason for decision	DSI Billing Services Ltd have been the existing supplier of the contract since 2006, there is a strong working relationship with DSI and a good understanding of the complex and varied printing requirements of a Revenues and Benefits service. There will be a reduction in the cost of bulk printing and postage due to DSI Billing Services Ltd economies of scale and ability to negotiate favourable and competitive postage costs with their suppliers. The decision will also avoid significant cost of change and set up should there be a change of supplier. This option should also provide the Council with a consistent level of performance over

	the period at a time that continues to be extremely challenging for the service as result of the pandemic.
Alternative options considered and rejected	<p><i>To do nothing:</i> The Council would be left with no printing or postage services for the Exchequer Services which would seriously put at risk the Financial Services to both the Council and our residents in the provision of Council Tax, Business Rates, Business Improvement Districts (BIDS), Corporate Debtors, Adult Social Care Financial Assessments and Benefits services.</p> <p><i>To tender:</i> DSI Billing Services Ltd.'s performance has been very good. The Council could have tendered for the service, but this would not have provided value for money, compared to using a framework agreement.</p>
Classification	Part 2 – Members' Only and Not for Publication
Link to associated report	<p>Report Restricted</p> <p>That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any person (including the authority holding that information) and that the public interest in withholding the information outweighs the public interest in disclosing it.</p>
Relevant Officer contact & Directorate	Sulma Ali - Finance
Any interest declared by the Cabinet Member(s) / dispensation granted	N/A

Implementation of decision & scrutiny call-in

[Internal Use only]	
When can this decision be implemented by officers?	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm, on 12 August 2021</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>

Councillor scrutiny call-in of this decision	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p><u>Scrutiny Call-In - Power Apps</u> (secure)</p>
Further information	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillingdon.gov.uk.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;">Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</p>