



## 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:

<b>Title of decision</b>	<b>HILLINGDON PEOPLE DISTRIBUTION CONTRACT</b>
<b>Reference No.</b>	521
<b>Date of decision</b>	Monday 11 July 2022
<b>Call-in expiry date</b>	<b>5pm, Monday 18 July 2022</b>
<b>Relevant Select Committee</b>	Finance and Corporate Services Select Committee
<b>Relevant Wards</b>	All

### Decision made

<b>Cabinet Members making the decision</b>	Councillor Ian Edwards – Leader of the Council
	<b>Approved</b>  That the Leader of the Council:  1) Accepted the tender from Greatbatch Ltd for the provision of distribution services for 'Hillingdon People' to the London Borough of Hillingdon for two years from 15 April 2022 at a cost of up to £160,800 (based upon the current dimensions of the magazine, average pagination and number of issues and;  2) Agreed that this include the provision to extend the contract for a further three-year period (1+1+1) authorising approval of any extension to the Corporate Director of Central Services, in consultation with the Leader of the Council up to the additional cost of £241,200 (based upon the current dimensions of the magazine, average pagination and number of issues).
<b>Reason for decision</b>	This contract covers the distribution for the Council's bi-monthly residents' magazine which is delivered to more than 116,000 homes across the Borough.  The magazine is vital in communicating with residents about Council news and events, as well as new initiatives and changes in service delivery.

	Hillingdon People varies in pagination usually between 32 and 36 pages depending on what the Council needs to communicate at the time.
<b>Alternative options considered and rejected</b>	<p>If this contract was not awarded, this would have resulted in uncertain costs and a lower quality of service.</p> <p>In addition, not having a contract would have reduced the Council's ability to performance manage this supplier. The Council would have been unable to fulfil its statutory obligation of keeping all residents informed as not all residents have access to digital formats.</p>
<b>Classification</b>	<p><u>Part II – Private</u></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 particular person (including the authority holding that information) and that the public interest in withholding the information outweighs the public interest in disclosing it.</p>
<b>Link to associated report</b>	N/A
<b>Relevant Officer contact &amp; Directorate</b>	Emma Gilbertson – Central Services Directorate, Jo Allen - Resources Directorate
<b>Any interest declared by the Cabinet Member(s) / dispensation granted</b>	N/A

### **Implementation of decision & scrutiny call-in**

<b>[Internal Use only]</b>	
<b>When can this decision be implemented by officers?</b>	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p><b>5pm, Monday 18 July 2022</b></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>
<b>Councillor scrutiny call-in of this decision</b>	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>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><b><u><a href="#">Scrutiny Call-In - Power Apps</a></u></b> (secure)</p>
<b>Further information</b>	<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: <a href="mailto:democratic@hillingdon.gov.uk">democratic@hillingdon.gov.uk</a>.</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;"><b>Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</b></p>