



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	PROVISION OF CORPORATE STATIONERY AND PAPER SUPPLIES
Reference No.	555
Date of decision	Thursday 04 August 2022
Call-in expiry date	5pm, Thursday 11 August 2022
Relevant Select Committee	Finance and Corporate Services Select Committee
Relevant Wards	All

Decision made

Cabinet Members making the decision	Councillor Douglas Mills - Cabinet Member for Corporate Services
	Approved That the Cabinet Member for Corporate Services accepted the tender from Banner Group Ltd for the provision of corporate stationery and paper supplies to the London Borough of Hillingdon for a three-year period with the option for a further two one-year extension (3+1+1) from June 2022 to June 2027 and at an indicative value of £183,347.
Reason for decision	<p>Stationery and paper buying is a small but key area of Hillingdon's expenditure. The current system is based on a number of limited online processes and procedures whereas Hillingdon is increasingly trying to use technology to improve the quality and efficiency of procuring products and services.</p> <p>Paper is currently ordered via Antalis. Although there is no formal agreement in place for paper, the aim of this tender is to bring together stationery and paper supplies under one overarching contract to ensure value for money is achieved from a single supplier.</p> <p>This report requested approval to award a contract to Banner Group Ltd for the corporate stationery and paper supplies contract, via a framework agreement utilising the 'YPO' Office Supplies Framework.</p> <p>Despite all the changes to working practices over the past 2-3 years, there is an ongoing business requirement to have a stationery and paper provider which is up to date, modern,</p>

	<p>robust and capable of supporting the future direction and values of the Council.</p> <p>The following have been identified as the key business drivers for the tender:</p> <ul style="list-style-type: none"> • To maximise the opportunity for further flexibility and development via an interactive online system. • Better reporting suite to enable 'superusers' to track trends and manage demand. • To deliver efficiencies and cost savings wherever possible with stock ordering from one supplier. • To support Government Buying Standards and sustainable procurement by reducing the London Borough of Hillingdon's carbon footprint through the offering of recycled paper, recycled plastic, remanufactured toner cartridges, recycled goods and progressive elimination of single use or limited use plastic within the core product list. • To ensure procurement compliance.
Alternative options considered and rejected	To continue with the current suppliers outside of contract, but this would have incurred significant price increases and a service not fit for purpose. There are no technological benefits with the current system.
Classification	<p><u>Part 2 – Members' Only and Not for Publication</u></p> <p><i>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.</i></p>
Link to associated report	Report confidential.
Relevant Officer contact & Directorate	Vicky Mills, Central Services Directorate Michelle Kenyon, Central Services Directorate
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, Thursday 11 August 2022</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>
<p>Councillor scrutiny call-in of this decision</p>	<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>Scrutiny Call-In - Power Apps (secure)</p>
<p>Further information</p>	<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>