



## 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>POSTAL SERVICES CONTRACT EXTENSION</b>
<b>Reference No.</b>	1200
<b>Date of decision</b>	Tuesday 10 September 2024
<b>Call-in expiry date</b>	Tuesday 17 September 2024
<b>Relevant Select Committee</b>	Corporate Resources and Infrastructure Select Committee
<b>Relevant Wards</b>	N/A

### Decision made

<b>Cabinet Members making the decision</b>	Councillor Ian Edwards – Leader of the Council Councillor Douglas Mills – Cabinet Member for Corporate Services
<b>Decision</b>	<b>Approved</b>  That the Leader of the Council and Cabinet Member for Corporate Services agreed to extend the current contract with Royal Mail for the provision of postal services to the London Borough of Hillingdon for a two-year period from 16 September 2024 to 15 September 2026 and at the estimated cost of £234,000 dependant on usage.
<b>Reason for decision</b>	There is an ongoing requirement across the Council to send and receive physical mail. The pan-London postal services contract with Royal Mail continues to provide cost avoidance against Royal Mail's standard rate. Therefore, approval is requested to utilise the two-year extension to this contract, whilst alternative digital options are being implemented across the Council.
<b>Alternative options considered and rejected</b>	Contract with Royal Mail outside the consortium: An alternative option is to continue arrangements with Royal Mail Group Limited outside of the Consortium contract, this option is not recommended as would result in foregoing the competitive rates currently offered by the consortium due to economies of scale.  Alternative strategies: Alternative wider cross-cutting strategies to support a digital-enabled, modern, well-run Council are set to begin this year. Rapid reductions in physical mail across the Council will require significant organisational process changes. Officers will present these options in the Council-wide strategy document, also considering various alternative communication methods already in place across other Local Authorities.

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	<p>Some discussions with high usage service areas such as Parking and Planning, have already explored some options to reduce physical mail volumes associated with this contract, however, these alternative options were rejected at the time of discussion due to various organisational process factors.</p> <p>Business cases have previously been presented to CMT including an extensive report carried out by Digital &amp; Intelligence Business Analysts, however, decisions around the recommendations did not progress any further at that time.</p> <p>Re-tender: Re-tendering with the pan-London Consortium group is not an option at this stage. Re-tendering as a single Council is not recommended as there is no guarantee of an improved commercial outcome with lower volumes.</p>
<b>Classification</b>	Part II – Members Only and Not for Publication
<b>Link to associated report</b>	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.
<b>Relevant Officer contact &amp; Directorate</b>	<p>Vicky Mills – Digital Services Directorate</p> <p>Zeenat Kapadia – Digital Services Directorate</p> <p>Michelle Kenyon – Digital Services Directorate</p>
<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 on Tuesday 17 September 2024</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><a href="#">Scrutiny Call-In - Power Apps</a> (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@hillington.gov.uk">democratic@hillington.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>