



**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>CONTRACT FOR THE PROVISION OF PRINT SERVICES</b>
<b>Reference No.</b>	2026/1637
<b>Date of decision</b>	Wednesday 4 March 2026
<b>Call-in expiry date</b>	Wednesday 11 March 2026
<b>Relevant Select Committee</b>	Corporate Resources & 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
<b>Decision</b>	<b>Agreed</b>  That the Leader of the Council accepted the direct award from Allied Publicity Services (Manchester) Ltd (APS) t/a The APS Group for the provision of print services for the Council's marketing and information materials for a 33 and a half-month period from 1 <sup>st</sup> March 2026 to 15 <sup>th</sup> December 2028 and at the estimated value of £182,000.
<b>Reason for decision</b>	<p>The Council prints a variety of marketing and informational materials produced by the Corporate Communications team on behalf of the Council's service functions, as well as forms, stationery, and documents for Legal Services.</p> <p>The annual value of this printing contracted by the authority has reduced because of increased use of online communications, smarter thinking in design for print and the proactive management of the Council's use of printed matter.</p> <p>Procuring The APS Group will allow the Council to seek greater value for money by using their online print portal to get quotes from hundreds of suppliers and filtering by price.</p> <p>It will also promote the use of more local suppliers, as officers can filter by location when getting quotes, and deliver carbon efficiencies as it also has a CO2 equivalent calculator as part of the quoting process, while retaining consistency in print quality and ensuring capacity.</p>

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	The contract is vital for the Council in ensuring supplier reliability for a variety of marketing materials.
<b>Alternative options considered and rejected</b>	If the contract is not awarded, this would result in a more informal relationship with printers, raising concerns of cost certainty, capacity, reliability of service, and recent commitments in reducing overall printing costs could be impaired.  Additionally, not having a contract would reduce the Council's ability to performance manage suppliers.
<b>Classification</b>	Part II – Members Only and Not for Publication
<b>Link to associated report</b>	<i><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></i>
<b>Relevant Officer contact &amp; Directorate</b>	Emma Gilbertson, Chief Executive's Office
<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>	Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:  <b>5pm on Wednesday 11 March 2026</b>  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.
<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.  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:  <a href="#">Scrutiny Call-In - Power Apps</a> (secure)

<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>
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