

PORTFOLIO HOLDER DECISION RECORD

Portfolio Holder: Portfolio Holder for Communication, Transformation, Climate Change & Strategic Refuse	Service: Post and Reprographics
Lead Officer: David Wright, Policy & Communications Manager	Delegated Power Being Exercised: Table 4, paragraph 8: To approve any action within their functional area up to a value of £250,000.
Subject of Decision: Procurement for all Hybrid Mail for FDC For a 2-year + possible 2-year extension.	

Decision to be Taken: Cllr Steve Tierney, Portfolio Holder for Communications, Transformation, Climate Change and Strategic Refuse authorises the procurement of the Hybrid Post project for a 2-year period (with an option to extend for a further 2 years) at a total cost of approximately £125,000 - £200,000).
Decision: Following the completion of a tender process to approve the decision to award a 2-year + 2-year hybrid Post contract to Print Management Ltd (PSL).
Reasons for the Decision: The outgoing mail is currently collated, enveloped and franked ready for a Royal Mail collection every afternoon. We have received notice from Pitney Bowes that they will no longer maintain the franking machine due to its age and the lack of available parts. An increase in email traffic, changes in business processes and with many staff hybrid working, councils are beginning to look at external print and mailing companies as the most cost-efficient postal service for outgoing mail. In 2022, the elections team signed up with docmail to supply Hybrid post. Initially this was used as a pilot, but due to its success the elections team have now extended their contract. There are now a number of external companies that offer an online mail service that are more efficient and cheaper than continuing with an in-house service. All external companies are flexible with their offer, secure and GDPR compliant.
Alternative Options Considered (if appropriate): Purchase a new franking machine. Initial cost of the machine, a hybrid mail company's franking costs are cheaper than we can achieve, and reducing volumes mean it is not cost effective to purchase a new machine.
Legal and Procurement Implications Procurement colleagues have been engaged in relation to the procurement process to ensure compliance.
Financial Implications

S151 Officer has been engaged with the report and associated costs.

Any Other Implications

The software fits with principals encapsulated within the Corporate Transformation Programme and associated principles.

Background/Reports/Information considered and attached:

Hybrid Post Business Case

Portfolio Holder's Signature:

Cllr Steve Tierney, Portfolio Holder for
Communications, Transformation, Climate
Change and Strategic Refuse

Date:

21 October 2024

Please forward to Democratic Services upon completion

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**Date copy passed to
Democratic Services**

Implementation Date:

(if not called-in)

**(Allow 5 clear working days after publication
of decision)**

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.