



## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

The Authority awarded the postal service contract through the admission into a regional framework agreement, led by Kirklees council and the award was to a supplier named WHISTL.

By being a large collaborative with large volumes attractive preferential pricing is achieved. Even though prices have increased or will increase this is due to the Royal mail price increase and the rise is not as high as on the market. Volume discount has also been offered. As opposed to the Direct Award pricing. Price fixing can also generate further savings.

The procurement was a further competition from RM6017 Framework where both price and quality was evaluated and scored. 5 separate people evaluated. One person dealt with price then 4 people looked at the award questions. Then a consensus meeting was held and scores were evaluated, discussed and agreed.

The procurement was in accordance with Most Economically Advantageous Tender (MEAT)

### 2. Is it a Key Decision as defined in the Constitution?

Yes. Cabinet granted approval to delegate authority to the relevant Director to make a decision on the contract award in January 2020.

**3. Details of Decision**

In consultation with the Portfolio holder, the decision was that the Director of Resource and Governance was authorised to award through the regional framework agreement as procured by Kirklees Council.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No

**5. Anticipated outcome(s)**

To procure mail services from WHISTL via the regional framework agreement with Kirklees Council. The value of the contract is £93k.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

Another option considered was to procure mail services outside of the framework however this would have been a higher cost to the Authority and the use of the regional framework achieves cost savings for the Authority.

**7. Background documents considered**

None

**8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

None

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest

**10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)**

The decision to award the contract is consistent with the Cabinet decision and delegations and has followed an approved framework. Legal colleagues will support the provision of requisite legal documentation.

**11. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The use of the regional framework agreement helps the Council achieve economies of scale cost savings and best value for money of the contract.

**12. Human Resource Comments (Strategic Workforce Lead or nominee)**

There are no direct HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

The risks associated with not procuring this service and using the regional framework are;

- If we used another mail service provider, it would cost the Authority significantly more money.

**14. Decision Maker(s):**

Name: Sharon Wroot

Title: Executive Director, Environment, Economy & Resources

Signed: REDACTED

Dated:13<sup>th</sup> April 2021

**15. Consultation carried out with Portfolio Holder(s):**

Name: Councillor Stan Shreeve

Title: Deputy Leader & Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated:13 April 2021

**16. If the decision is urgent then  
consultation should be carried out  
with the relevant Scrutiny  
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A