



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval is sought from the Executive Director Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets to award the contract for the Public and Statutory Notices Advertising Service contract.

The whole life value of the contract is £233,476.32

The maximum duration of the contract is 48 months.

The Council has a legal duty to publish public and statutory notices which includes publishing traffic regulation orders. The contract requires the provider to publish the notices in a hard copy newspaper, on websites and via digital media.

Following conclusion of the evaluation process, Reach Publishing Services Limited have been identified as the most economically advantageous tenderer, and so approval is sought to award the contract to deliver the public and statutory advertising service to Reach Publishing Services Limited.

2. Decision being taken

Approval by the Executive Director Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets to award the contract for the

Public and Statutory Notices Advertising Service to Reach Publishing Services Limited for a maximum of 48 months.

3. Anticipated outcome(s)/benefits

The contract for the Public and Statutory Notices Advertising Services is awarded to Reach Publishing Services Limited for a maximum of 48 months.

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

It is a statutory requirement to publicise as widely as possible notices of this nature. There is no other way of doing this. We have considered using our own channels, however current guidance received advise that where a print publication is active in an area, then that route must be considered.

5. Background documents considered (web link to be included or copies of documents for publishing)

Officer Decision Record for the approval to procure.

[ODR-Public-and-Statutory-Notices-Advertising-Services-REDACTED.pdf](#)
(nelincs.gov.uk)

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

N/A

7. 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 have been identified.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

An operational decision to award, so as to ensure that the Council remains compliant with its duty to issue public notices, following a compliant tender and evaluation process.

9. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The procurement process helps ensure that the Council achieves best value from services and supplies received. The cost of the contract will be required to be met from existing service revenue budgets.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications

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

If approval to award the contract is not granted, then the Council will be without a compliant route for publishing the statutory notices.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

N/A

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director Place and Resource

Signed: REDACTED

Dated: 15.01.24

14. Consultation carried out with Portfolio Holder(s):

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 15th January 2024