



Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

Cabinet approved the following recommendations on the 11th December 2024 (DN.57 Procurement of Postal Services)

1. That the commencement of a procurement exercise for Postal Services be approved.
2. That the Executive Director Place and Resources, in consultation with the Portfolio Holder for Finance, Resources and Assets be authorised to commence the above procurement exercise.
3. That the Executive Director, Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets be delegated authority to award the contract for Postal Services and thereafter to deal with all ancillary matters reasonably arising.
4. That the Assistant Director Law and Governance (Monitoring Officer) be authorised to complete and execute all legal documentation arising.

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

Approval to award the contract for Postal Services.

The whole life value of the contract is estimated £560,000, though this amount can vary based on service needs.

The maximum duration of the contract is 48 months.

Following the tender and evaluation process run through an aggregated further competition (NFC185) on behalf of North East Lincolnshire Council by the Crown Commercial Services, accessing their provision of Postal Services and Solutions framework agreement (RM6280) Lot 2: Collection and Delivery of Letters, Large Letters and Parcels within UK.

The approval is sought to award the contract for Postal Services to Whistl UK Limited.

3. Decision being taken

That the Executive Director Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves the award of the contract for Postal Services to Whistl UK Ltd for the maximum duration for 48 months.

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)/benefits

The contract for Postal Services is awarded via an aggregated further competition under the Crown Commercial Services provision, accessing their provision of Postal Services and Solutions framework agreement (RM6280) Lot 2: Collection and Delivery of Letters, Large Letters and Parcels within UK to Whistl UK Ltd for 48 months.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

Option 1. Do Nothing – This option would leave the Council with no contract in place, and non-compliant with the requirements of the Public Contract Regulations 2015.

Option 2. The Council considered conducting its own further competition through the CCS Postal Services & Solutions (RM6280) Framework, however, this would not enable the Council to take advantage of combining its volumes with other public bodies to achieve a better price.

Option 3. The Council considered running its own tender without accessing a framework, however, in addition to not achieving increased savings through larger volumes, this would put additional pressure on Council resources because of the additional time and resource required to undertake the procurement itself and develop specific terms and conditions, which have already been pre agreed by suppliers on the CCS Framework.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

Cabinet Decision (DN.57) Procurement of Postal Services Cabinet Report.

8. 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.

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 have been identified.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will and expectation of Cabinet. Legal Services will support as appropriate.

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

Costs relating to the postage contract will be managed within the approved budget envelopes.

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

There are no direct HR implications arising from the contents of this report.

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

Not awarding a postal contract for the authority can lead to several risks, including operational disruptions due to delays and inconsistencies in mail delivery, increased costs from relying on ad-hoc postal services, and potential reputational damage if timely communication is affected. Additionally, Customer dissatisfaction could also rise due to inefficient postal services. Lastly, managing postal services without a contract can strain our internal resources, requiring more time and effort to handle postal tasks.

14. Has the Cabinet Tracker been updated with details of this decision?

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15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director Place and Resources

Signed: REDACTED

Dated:16.01.25

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

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated:16th January 2025