

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL
EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE
CABINET

Date 4 January, 2018

1. **REPORT TITLE** Procurement for Elections Printing Service
- Submitted by:** Interim Head of Paid Service – Dave Adams
- Portfolio:** Corporate and Service Improvement, People and Partnerships
- Ward(s) affected:** All

Purpose of the Report

To inform Members of the procurement process that is currently in progress and seeks approval to award a contract to the successful provider.

Recommendations

- 1) That Cabinet authorises the Interim Head of Paid Service - in consultation with the Portfolio Holder to accept the most economically advantageous tender within the existing budget provision.

Reasons

To ensure that the council continues to secure value for money in the procurement of printing services for elections.

1. **Background**

- 1.1 The Council has previously awarded short term contracts for the delivery of an elections printing service and has been required faced with a snap decision to call a general election to extend this contract. Officers are now looking to put in place a longer term solution/contract possibly benefitting from greater economies of scale.
- 1.2 As the estimated value of the contract is likely to exceed EU procurement thresholds a contract notice has been published in the OJEU (Official Journal of the European Union).

2. **Issues**

- 2.1 The Elections and Electoral Registration function is heavily reliant on having suitably robust printing processes in place. These processes cover the full spectrum of the service from the Annual Canvass and the printing of Household Enquiry Forms (HEF's) and Invitation to Register (ITR) through to the printing of poll cards, ballot papers and postal vote packs.
- 2.2 The contract for print services will cover all elections that will be held over the next five years and the majority of expenditure that will be incurred will also be recoverable through the grants that we receive from the Cabinet Office to cover those elections that we hold on behalf of others. These include Combined District & Parish in 2018, European Elections

(subject to legislation) in 2019, County Council in 2020, Police and Crime Commissioner in 2021, Combined Parliamentary, District and parish elections in 2022. The tender also has the provision to cover any ad-hoc by-elections, Neighbourhood Plan and other Referenda.

3. **Options Considered**

- 3.1 To stay with the current provider would mean that we were not complying with the Council's Contract Procedures and Financial Regulations. There is therefore a requirement to go out to tender for printing services in respect of Elections and Electoral Registration

4. **Proposal**

- 4.1 That the Interim Head of Paid Service in consultation with the Portfolio holder be authorised to award the contract to the most economically advantageous tender within the current provision.

5 **Legal and Statutory Implications**

- 5.1 The decisions taken are in accordance with the Council's internal rules as set out in the Constitution and within European Procurement and UK Regulations.

6 **Equality Impact Assessment**

- 6.1 There are no differential equality impact issues identified from this proposal

7 **Financial and Resource Implications**

- 7.1 Whilst the value of the contract is estimated to exceed current EU Procurement Thresholds the Borough Council print costs for all Elections with the exception of our own district elections are re-couped from central government

8. **Major Risks**

- 8.1 A full risk assessment has been completed in respect of the Election Process, this has been completed based on Electoral commission guidance.