	<p style="text-align: center;"><b>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER</b></p> <p style="text-align: center;"><b>27<sup>th</sup> October 2014</b></p>
<p style="text-align: right;"><b>Title</b></p>	<p><b>Door to Door Distribution Service</b></p>
<p style="text-align: right;"><b>Report of</b></p>	<p><b>Deputy Chief Operating Officer</b></p>
<p style="text-align: right;"><b>Wards</b></p>	<p>ALL.</p>
<p style="text-align: right;"><b>Status</b></p>	<p>Public.</p>
<p style="text-align: right;"><b>Enclosures</b></p>	<p>None.</p>
<p style="text-align: right;"><b>Officer Contact Details</b></p>	<p>Effy Constantinou, Communications Officer,  <a href="mailto:effy.constantinou@barnet.gov.uk">effy.constantinou@barnet.gov.uk</a>, 020 8358 7293</p>

## Summary

This report seeks approval to authorise procurement for a door to door distribution service, for the period January 2015 to December 2017. The contract will be held by the Council's Corporate Communications Team to deliver Barnet First magazine to residents, and to mail out planning correspondence for the Council's Planning Service.

Since January 2012, a door to door delivery service has been procured from one provider as this has lowered overall costs. The chosen supplier was Beta Distribution (trading as London Letterbox Marketing).

## Decisions

1. This report seeks approval to authorise the procurement of a new door to door distribution service, for the period January 2015 to December 2017, with the option to extend for a further year subject to performance.

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 The requirement for a door to door distribution service was not published on the Procurement Forward Plan for 2014-15. This means a Full Officer Delegated Powers Report is required to authorise proceeding to procurement.

## **2. REASONS FOR DECISIONS**

- 2.1 As the value of the contract is less than £172,514, a Full Officer Delegated Powers Report is required to proceed to procurement.
- 2.2 The current supplier Beta Distribution have informed the Council of their Notice of Termination and therefore will not be participating in the next tender process. A new provider is required to ensure continuing delivery of the service.
- 2.3 The value of the current contract is £93,528, over a three year period, January 2012 to December 2014.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 3.1 There are no other options for consideration.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Once authorisation has been issued to proceed, the Invitation To Quotation document will be issued for release via Curtis Fitch (the procurement e-portal).

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 Barnet First is an effective and efficient way to communicate with residents and enable them to contribute to the Council's decision making process, or be aware of important changes or improvements taking place within the borough. The door to door distribution service is also essential for communicating key information to residents from the Planning Service.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 The distribution of Barnet First magazine is an effective way of communicating with residents. The Planning Service has statutory obligations to inform and consult residents about planning applications.
- 5.2.2 Over the three years of the contract term, the total distribution cost of Barnet First will be funded by the Corporate Communications budget. The total sum of the Planning Service distribution will be funded by the Planning budget.

- 5.2.3 A competitive tender process will be followed to ascertain a preferred supplier, in accordance with the Council's Contract Procedure Rules.

### **5.3 Legal and Constitutional References**

- 5.3.1 The Council's Contract Procedure Rules, Appendix 1, Table A, sets out the authorisation and acceptance thresholds and tendering requirements. For procurement activity between £25,001 and £172,514 a Full DPR is required for authorisation to commence a procurement process when a decision is not reflected on the Procurement Forward Plan.

- 5.3.2 HB Public Law will be instructed to draft and/or approve the contract with the successful contractor.

### **5.4 Risk Management**

- 5.4.1 The issues involved have been considered and are not likely to raise significant level of public concern or give rise to policy considerations.
- 5.4.2 Failure to distribute the magazine could lead to the council being accused of failing to meet its responsibility to keep residents informed about council activities.

### **5.5 Equalities and Diversity**

- 5.5.1 The Equality Act 2010 sets out the public sector duty, i.e. that all public bodies are under an obligation to have 'due regard' to eliminating discrimination, advancing equality and fostering good relations in the contexts of age, disability, gender reassignment, (explicitly) pregnancy, and maternity, religion or belief and sexual orientation.
- 5.5.2 By ensuring that the Council have a dedicated, effective and efficient distribution service it will ensure that all communities, including those residents that are difficult to reach, are kept informed about and consulted on Council news and policies.

### **5.6 Consultation and Engagement**

- 5.6.1 There has been no consultation undertaken relevant to this decision. However, feedback from residents on the current service received will inform the Invitation to Quote document and selection of the supplier awarded the contract.

**6. BACKGROUND PAPERS**

None.

**7. DECISION TAKER'S STATEMENT**

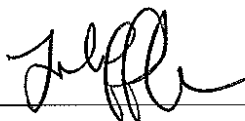
- 7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

**8. OFFICER'S DECISION**

**I authorise the following action**

- 8.1 I authorise procurement for a door to door distribution service, for the period January 2015 to December 2017.

**Signed**



**Date**

27/10/14

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