

(For Democratic Services use)

Decision Number: 4 2016/17

Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

Subject: In Shape contract.
Details of Decision taken: Following a competitive tender exercise the decision is to award the contract for the design and print of the Council's In Shape magazine to Whatever Design.
Reason for Decision: Tender questionnaires were evaluated by the Communications Manager and four companies were shortlisted based on cost and quality. The four companies' designs were considered and evaluated by Strategic Management Team in consultation with the Portfolio Holder for Communications and it was considered that Whatever Design provided the best designs.
All documents considered: First stage documents for tenderers Evaluation score chart for first stage In Shape brief for the second stage of the tender
Details of any alternative options considered and rejected by the Member when making the Decision: N/A
Financial implications: The contract will be funded from within the Council's existing Communications budget
Legal Implications and Risk Assessment Statement: The In Shape contract includes measures to protect the Council and/or allow the Council to terminate the contract should the contractor be unable to fulfil its obligations.
Equality Impacts (Consideration of impacts under the Public Sector Equality Duty) The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail

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Local Member(s), other Portfolio Holders and/or Directors/Heads of Service Consulted

Cllr Peter Fleming, Portfolio Holder for Communications
Strategic Management Team

All Council Members were invited to view the designs prior to the April Council meeting

Details of any conflicts of interest

a) declared by any executive member who is consulted by the Decision Taker

N/A

b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict

N/A

Decision taken by:	Cllr Peter Fleming
Signed by Portfolio Holder	[Redacted]
Date of Decision	13 May 2016
Record made by:	[Redacted]
Date of record:	13 May 2016

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