

Gloucester City Council

INDIVIDUAL OFFICER DECISION RECORD FORM

Date of Decision	30 March 2022
Subject	Outgoing Mail and Incoming Post Contract
Wards affected	All
Decision Maker	Director of Policy & Resources - Jon Topping
Decision taken: To agree a contract with Civica UK for a 12 month period from 01 June 2022 for outgoing mail and incoming post, using the Kingston upon Hull framework.	
Delegated power used: On 17 September 2014 Kingston upon Hull City Council published an OJEU Notice (Reference 2014/S 178-314744) for the provision of Financial Assessment, Payment and Debt Recovery, and ancillary services and sought proposals by means of a competitive dialogue procedure; The Service Provider participated in the competitive dialogue process and submitted its final tender submission on 10 August 2015; On 20 October 2015 Kingston upon Hull City Council formally awarded the contract for the provision of the services in Recital A to the Service Provider which included the Service Provider being able to provide services to other English/Welsh local authorities by entering into separate services agreements in accordance with the framework provisions ("the Hull Agreement");	
Reasons for decision: Currently services are provided as part of the Revenues and Benefits contract operated by Civica. The contract is currently in 'exit' stages, following a period of renegotiation, and the council need to ensure a smooth transition of services with minimal disruption to officers, residents and service users.	
Alternative options considered: This is a short 12 month contract only which will allow sufficient time to give full consideration to alternative options.	
Consultation Undertaken and Results of Consultation: Jon Topping – Director of Policy and Resources Roland Halford – Interim Procurement Advisor One Legal	
People Impact Assessment (PIA): Screening Stage completed: Yes Full PIA required, completed and attached: No	

Any Conflicts of Interest:

None

Declarations of Interest (including any dispensations granted):

None

Background documents: Mail Services Contract

Confidential or Exempt Information: no

Name of document(s) which are confidential or exempt Final Report:

Signed :

Date:

Jon Topping

Director of Policy and Resources

30 March 2022

