



Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

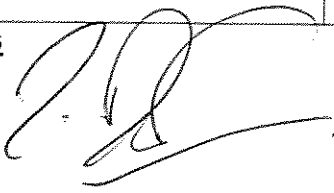
Date of Decision:	27 June 2022
Decision Maker (Officer):	Ian Davidson, Chief Executive
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>Section 54 of the Representation of the People Act 1983 provides that the costs of the electoral registration officer in the performance of his registration duties (shall be met by the appointing Council. Section 55 of the same Act sets out that these costs include staff, equipment, premises and furniture (with certain limitations) allocated/used by the Electoral Registration Officer in his duties. The Annual Canvass of Households in the District is a function of the Electoral Registration Officer and, accordingly, the District Council will provide the means by which that Officer can conduct the Canvass and the costs shall be borne by the Council.</p> <p>Part 3, Schedule 2 – Responsibility for Council (Non-Executive) Functions – The table immediately below paragraph 18 provides that the Chief Executive has the delegated authority to meet the costs incurred by the Electoral Registration Officer.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Giancarlo Guglielmi, Portfolio Holder for Finance and Corporate Services – in view of the value of the awarded contract.
Ward Member(s) consulted?	No
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	That the Council shall meet the costs of the award by the Deputy Electoral Registration Officer of a contract, following quotations from potential suppliers, in respect of Electoral Registration Canvass costs from printing and

	<p>postage to be undertaken in 2022 by SCIprint Limited. The value of this work is anticipated to be £34,836. The contract is for one year and is broadly similar to that incurred in 2021 for the same activity. Precise costs will depend upon response rates and the number of reminders needing to be issued. The cost falls within the overall budget for the service as provided by the Council..</p>														
<p>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</p>	<p>Prior to the award of the contract, a request for quotations was sent out to three known specialist electoral services print and postage suppliers.. SCIprint Limited have a solid verified reputation with colleagues in the electoral community. The bid submitted by SCIprint Limited was the lowest in cost terms.</p>														
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>Failure to secure a reputable print and postage services supplier could cause the Electoral Registration Officer to fail in their statutory obligations regarding the conduct of an Electoral Registration Canvass.</p>														
<p>Details of any Alternative Options Considered and rejected (together with reasons):</p>	<p>To use another print and postage supplier and incur increased costs. This was rejected as there was a need to consider the fiduciary duty owed to Council Tax Payers locally.</p>														
<p>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</p> <p>If relevant, a note of the dispensation granted by the Monitoring Officer:</p>	<p>None</p>														
<p>Reason Decision, or supporting Report, is not published:</p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><u>and</u></p> <p><i>Give more information in the final box with regards to why the exemption applies and</i></p>	<table border="1"> <tr> <td>N/A</td> <td>Not applicable – Decision to be published</td> </tr> <tr> <td colspan="2">If Report is not to be published – tick one of the following boxes:</td> </tr> <tr> <td><input type="checkbox"/></td> <td>The report supporting the Decision contains confidential information</td> </tr> <tr> <td><input type="checkbox"/></td> <td>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td> </tr> <tr> <td><input type="checkbox"/></td> <td>• Relates to an individual</td> </tr> <tr> <td><input type="checkbox"/></td> <td>• Likely to reveal the identity of an individual</td> </tr> <tr> <td><input type="checkbox"/></td> <td>• Relating to financial or business affairs of a person or organisation</td> </tr> </table>	N/A	Not applicable – Decision to be published	If Report is not to be published – tick one of the following boxes:		<input type="checkbox"/>	The report supporting the Decision contains confidential information	<input type="checkbox"/>	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:	<input type="checkbox"/>	• Relates to an individual	<input type="checkbox"/>	• Likely to reveal the identity of an individual	<input type="checkbox"/>	• Relating to financial or business affairs of a person or organisation
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<i>outweighs the public interest test (which is in favour of disclosure).</i>	<ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings
	<ul style="list-style-type: none"> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
	<ul style="list-style-type: none"> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
	<p>And is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons: [insert]</p>

Officers

Signed:



Title: Chief Executive

Signed:

Title: Corporate Director

In consultation with:

Signed:

Portfolio Holder For Corp, Finance and Governance

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated:

