

**Officer Decision Record
Customer Information Digital Services**

Record of Decision of the Group Leader of Facilities Management (Rachel Tyas) in consultation with the Head of Property (David Sturrock) in respect of a Mail Inserter machine

Subject

The current Mail Inserter machine is nearing the end of its lease agreement and is no longer fit for purpose. It was originally planned to include the procurement of a new device under the MFD procurement which looks to encapsulate all areas of Printing and Post. However the timeframe for this means we would have to continue to use the current device and this is deemed too risky given the age of the machine. A procurement exercise has taken place using the Crown Commercial Services Framework RM6017 and a suitable supplier has been identified which meets requirements and budget. The total cost for the purchase and support and maintenance over the 6 years will be £50k.

Authority

This is a delegated officer decision which falls within the relevant approval thresholds

Decision Taken

To commit funding for the outright purchase of a Mail Inserter machine to be in place from 01 January 2021

Date of Decision

14/10/2020

Elected Member Conflicts of Interest

Record any conflicts of interest, and dispensations granted



Rachel Tyas, Group Leader

(Insert more Officer names as required)

*Signature
Cabinet Spokesperson
(if required)*

*Scan / email the completed form and appendices to the Council Governance Unit
and keep the original on the project file*

Officer Decision Record – Spend Approval:

The Officer Decision Record is to be used for approval to spend against your budget.

- (a) Up to £250,000 – Delegated Officer decision, **Executive/Service Director**
- (b) £250,000 to £500,000 – Delegated Member decision, **Member**
- (c) £500,000 and over – Cabinet decision, **Cabinet**