

From: **Mr G Cooke, Cabinet Member for Corporate and Democratic Services**
David Cockburn, Corporate Director of Strategic and Corporate Services

To: **Policy and Resources Cabinet Committee 19 September 2014**

Subject: **Decision Number 14/00075 – Procurement of a Managed Print Service (Decision taken outside the committee cycle)**

Classification: **Unrestricted.**

FOR INFORMATION ONLY

Summary: The attached decision was taken in accordance with all relevant statutory requirements but outside of the Cabinet Committee cycle as it could not reasonably be deferred to the next programmed meeting of the Policy and Resources Cabinet Committee for the reason(s) set out in paragraph 1.3 below.

Recommendation(s) that Decision no 14/00075 Procurement of a Managed Print Service taken in accordance with the process in Appendix 4 Part 6 of the Council's constitution be noted

- 1.1 In accordance with the Council's governance arrangements, all significant or Key Decisions should be submitted to the relevant Cabinet Committee for endorsement or recommendation prior to the decision being taken by the Cabinet Member or Cabinet.
- 1.2 For the reason set out below it has not been possible for this decision to be discussed by the Cabinet Committee prior to it being taken by the Cabinet Member for Corporate and Democratic Services. Therefore, in accordance with process set out in the Council's Constitution, the Chairman and Group Spokespersons for this Cabinet Committee, the Chairman and Spokesmen for the Scrutiny Committee and the local members affected were informed prior to the decision being taken and their views were recorded on the Record of Decision (attached at Appendix 1). In addition, all members had the opportunity to view and comment on the proposed decision before it was taken. (A copy of the report is at Appendix 2)
- 1.3 The deadlines and dates of the Policy and Resources Cabinet Committee would have delayed the decision and the procurement of a Managed Print Service from Xerox (UK) Ltd using the Framework Agreement between Surrey County Council and Xerox (UK) Ltd.

2. **Recommendation:** The Policy and Resources Cabinet Committee is asked to note Decision no 14/00075 – Procurement of a Managed Print Service – taken in accordance with the process in Appendix 4 Part 7 of the Council’s Constitution.

Background documents:

- Record of Decision No. 14/00075– Attached at Appendix 1
- Report to Cabinet Member – Attached at Appendix 2

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