



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED  
OFFICER DECISION  
TAKEN BY:

Louise Mattinson

PORTFOLIO:

Finance and Governance

**SUBJECT: Award of contract for public notices**

## 1. DECISION

To enter into a contract with TMPW for the publishing of statutory public and legal advertising notices.

## 2. REASON FOR DECISION

The Council's spend on statutory notices continues to be a financial pressure, with the cost of placing notices increasing over recent years. The new system, which is used widely in the public sector, involves TMPW providing a template solution, setting consistent notices whilst ensuring space, font size and style is the same and provides efficiencies.

The contract will be awarded through the YPO framework Local Government Resourcing Partnership Lot 4.

## 3. BACKGROUND

Departments have previously booked notices directly and following a review it was identified that there was the potential for cost savings in these areas by ensuring consistent formatting and style. A trial has been undertaken using the planning the service over the past 6 months to test the new process using TMPW. The Planning department have reported a seamless service and we have noted average savings of up to 30% when compared with previous public notice bookings.

## 4. KEY ISSUES AND RISKS

The new solution will ensure that the Council still complies with legal requirements but using less space, thereby substantially reducing media costs.

## 5. OPTIONS CONSIDERED AND REJECTED

The Council could continue as they are publishing notices per department however this would not generate the efficiencies and cost savings associated with the new contract.

*Further information is available via from the report author*

## 6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Peter Hughes</b>
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<b>DATE:</b>	21/08/2020
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<b>BACKGROUND DOCUMENTS:</b>	None
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Signed:



<b>Director – Louise Mattinson</b>	<b>Date: 13<sup>th</sup> November 2020</b>
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