

Notice of the Urgent Notice sent to the Chair of the Resources of Public Realm Scrutiny Committee under Urgency Provisions:

Date sent: December 16 2016

Date approval received from the Chair: December 16 2016

1. Matter to be decided.

Novation from the London Borough of Lewisham to the London Borough of Brent of a contract for Multifunctional Devices and Services, Managed Print Services and Print Audit Services, including extension of that contract for 2 years, from 1 August 2017 to 31 July 2019, and variation to include Managed Print Services on behalf of the London Borough of Brent.

2. When decision is to be made.

19 December 2016 or as soon as possible thereafter, by the Chief Executive using Urgency Powers.

Please complete Question 3 if it is impracticable to include the matter in the Forward Plan and you wish to give five clear days notice to the Chair of the Scrutiny Committee

3. Reason why it is impracticable to defer the decision until it can be included on the Forward Plan.

[Answered in Question 4]

Please complete Question 4 if the matter is urgent and it is not possible to give five clear days notice

4. Reason why it is urgent and it is not possible to give five clear days notice.

The novation, extension and variation will enable the Council to take advantage of an offer from the supplier, Xerox UK Ltd, of a 20% saving on printing costs. This equates to £6k per month, and £72k per annum, based on current printing volumes.

It had been anticipated that the changes to the contract could be made under the provisions of the ICT Shared Service Collaboration Agreement and the delegation arrangements approved by Cabinet in November 2015, but the aggregate value of the transactions involved exceed the limits of the delegation arrangements.

The offer of the saving is only available until the end of this calendar year, as it is Xerox's year end, and therefore delaying the decision until Cabinet in January 2017 would mean that the Council would be unable to take advantage of it.

Brent's contract with Xerox expires in January 2017 and it is important to formalise the variation of the Brent services into the novated contract before the expiry of the Brent contract.