

# Notice to the Chair of the Resources and Public Realm Scrutiny Committee

## Urgent Key Decision form

DECISION DETAILS	
<b>Decision Maker:</b> Corporate Director Finance & Resources	
<b>Decision Title:</b> Authority to Award Contract for Multi-Functional Devices (MFDs) for Shared Technology Services	
<b>Description of Decision:</b> Approval to award a contract to Ricoh Limited for the provision of Multi-Functional Devices and associated services for Brent, Lewisham, Southwark, and LGA, via direct award under the CPC CPC/KJ/01/2024 Lot 1 Framework, for a term of three years, total indicative sum £648,720.48.	
<b>When will the Decision be made?</b> 19/12/25	
<b>Will the accompanying report be:</b> Open <input checked="" type="checkbox"/> Part Exempt <input type="checkbox"/> Fully Exempt <input type="checkbox"/>	
<b>Reasons for exemption (if applicable)</b> The report will contain the following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph:	
TYPE OF URGENCY	
<b>Please tick all that apply:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A. The decision is urgent and <u>28 clear days'</u> notice of the decision cannot be given but at least 5 clear days' notice can</li> <li><input checked="" type="checkbox"/> B. The decision is extremely urgent and even <u>5 clear days'</u> notice of the decision cannot be given</li> <li><input type="checkbox"/> C. The decision will be made by members at a meeting and <u>28 clear days'</u> notice that the proposed decision may be discussed in private (i.e. the report will contain information <u>exempt from publication</u>) cannot be given</li> <li><input checked="" type="checkbox"/> D. The decision must be implemented urgently and the <u>5 day call-in period must be dis-applied</u> to allow the decision to take immediate effect.</li> </ul>	
REASONS FOR URGENCY	
<b>If you have selected options A, B or C please explain:</b> <ul style="list-style-type: none"> <li>▪ <b>Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated)</b></li> </ul> <p>The Print Service contract was scheduled to be added to the Forward Plan back in July 2025, however it was not flagged for inclusion on the Forward Plan due to its April 2026 expiry date</p>	

and was not identified as requiring urgent decision at the time. The need for urgency has arisen because the contract must be awarded and a PO raised by next Friday to ensure continuity of service, compliance with procurement regulations and also to capture the savings of circa £300k+ as negotiated with the supplier.

- **Why it is impractical to defer the decision to a later date to allow the appropriate notice to be provided.**

Deferring the decision would risk a gap in service provision for printing across the Shared Technology Services partners, potentially impacting council operations and service delivery. The council would forfeit the substantial savings that have been negotiated between Procurement and the supplier.

**If you have selected Option D please explain why the council's interest or the public interest would be seriously prejudiced by the decision not taking immediate effect.**

The council's and public interest would be seriously prejudiced by any delay, as failure to award the contract in time would disrupt essential printing services, affect multiple boroughs, and breach procurement compliance. To reiterate the council would forfeit the substantial savings that have been negotiated between Procurement and the supplier.

**SIGN-OFF**

**Corporate Director of Finance & Resources**

**Printed Name: Minesh Patel**

**Signature: Minesh Patel**

**Chief Executive**

**Printed Name: Kim Wright**

**Signature: Kim Wright**

## THE FOLLOWING SECTION IS TO BE COMPLETED BY GOVERNANCE SERVICES

### CHAIR OF RESOURCES & PUBLIC REALM SCRUTINY COMMITTEE

**Notice to:** Councillor Conneely, Chair of the Resources and Public Realm Scrutiny Committee

**The Chair is asked to:**

**Note that an urgent decision will be taken as detailed in the form above.**

The decision is deemed urgent because insufficient (less than 28 days) notice of the intention to take the decision was provided on the Forward Plan. However, at least 5 clear days' notice has been provided and therefore the Scrutiny Chair is only required to note that the decision will be taken.

**Permit the extremely urgent decision to be taken as detailed in the form above.**

The decision is deemed extremely urgent as less than 5 clear days' notice of the intention to take the decision has been provided. The Scrutiny Chair is asked to agree that the decision is urgent and cannot be reasonably deferred for the reasons detailed in the form above.

**Permit discussion of exempt information in private relying on Schedule 12A of the Local Government Act 1972**

If a report is likely to contain information exempt from publication under schedule 12A of the Local Government Act 1972, then 28 days' notice of this must be provided on the Forward Plan. Where this requirement has not been met, the agreement of the Scrutiny Chair is required before proceeding.

**Permit the dis-application of the 5 day call-in period, allowing the decision detailed in the form above to take immediate effect.**

A Cabinet decision or a Key Decision cannot be implemented until the 5 day call in period has elapsed and no valid call-in has been received. The call-in protocol can be dis-applied if the council's or the public interest would be seriously prejudiced by the decision not taking immediate effect. The Chief Executive must determine whether a decision is urgent in this regard. The consent of the Scrutiny Chair to the matter being treated as urgent is also required.

### SIGN-OFF

**Notice sent to Councillor Conneely, Chair of the Resources and Public Realm Scrutiny Committee on 10/12/25**

**Chair's approval:**      Required       Not Required

**Date approval granted (if applicable):** 15/12/25