

MINUTES OF THE Cabinet Member Signing HELD ON Thursday, 18th December, 2025, 1.45 - 1.50 pm

PRESENT:

Councillors: Dana Carlin

9. FILMING AT MEETINGS

RESOLVED:

The filming at meetings notice was noted.

10. APOLOGIES FOR ABSENCE

There were none.

11. DECLARATIONS OF INTEREST

There were none.

12. URGENT BUSINESS

There were none.

13. DEPUTATIONS / PETITIONS / QUESTIONS

There were none received.

14. AWARD PRINT/POST SERVICES CONTRACT TO SUPPORT REVENUES AND BENEFITS, HOUSING, PLANNING AND PENSIONS

The Parking IT System Contract Manager introduced the report. The rationale for the explained.

The monitoring for the contract was questioned. Officers noted that there were no specific monitoring procedures in place, therefore it was asked by the Cabinet Member that the service update the Cabinet Member quarterly against the spend and the performance of the contract.

Update

RESOLVED:

That the Cabinet Member for Finance and Corporate Services:

1. Approved the award of contract for the provision of secure print and post services for the Revenues and Benefits, Housing, Planning and Pensions Service Areas to DSI Billing Services Limited as permitted under Contract Standing Orders 7.02 (access and call off a framework) and 2.01(c) (approval of awards at £500k or more) for a period of up to 2 years up to a total contract value of £1.398 million.
2. Agreed that the proposed contract commence on 1st February 2026 for a period of 2 years until 31st January 2028.

Reasons for decision

The current contract expired in January 2026.

Production of the notices laid out in section 1.4 was an essential service, with the Council having a statutory requirement to issue notices for Revenues and Benefits under the Local Government Finance Acts 1988 & 1992.

£193 million in Council Tax and £84 million for NNDR (Business Rates) had been billed that financial year. All customers who had not opted into e-billing had to be issued a respective bill by post; otherwise, they did not have to pay.

DSI Billing Services Limited specialised in high-volume hybrid mail solutions for Revenues and Benefits, Housing, Planning, Pensions and related services, providing secure printing and postal services for Council Tax, NNDR and Housing Benefit correspondence and recovery notices.

The award of this contract resulted in a fixed unit cost for production, which spared the Authority index-linked price increases and maintained economies of scale where volumes of outbound correspondence fell. The cost of Royal Mail postage, however, continued to be variable.

Alternative Options Considered

Do nothing – This was not an option and would have placed the Council in breach of its statutory obligations. It would also have resulted in a significant reduction in income to the Council, as Council Tax and Business Rates could not be collected unless the associated statutory notices had been issued.

Undertake a full procurement – This was discounted, as procurement through a framework allowed the Council to take advantage of accumulated pricing based on the framework.

15. EXCLUSION OF THE PRESS AND PUBLIC

That the press and public be excluded from the remainder of the meeting as remaining items contained exempt information as defined under paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

16. EXEMPT AWARD PRINT/POST SERVICES CONTRACT TO SUPPORT REVENUES AND BENEFITS, HOUSING, PLANNING AND PENSIONS

The exempt report was discussed

RESOLVED:

That the Cabinet Member for Finance and Corporate Resources:

1. Noted the exempt report and agreed the exempt recommendations

CHAIR:

Signed by Chair

Date