

Report to the Cabinet

Report reference: C-051-2021/22

Date of meeting: 11 April 2022



**Epping Forest
District Council**

Portfolio: Corporate Services - Cllr D Sunger

Subject: Direct Award of the Print Contract

Responsible Officer: Dawn Baird (dbaird@eppingforestdc.gov.uk).

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

(1) That PSL Print Management Limited is directly awarded the Print to Post contact for a period of 3 years, with the option to extend for a further 2 years on an annual basis through the Crown Commercial Services Framework.

Executive Summary:

The Council's Procurement Rules require a Cabinet decision to award any contract with a total value of over £1m when totalled over the life of the contract. Agreement is sought from Cabinet to directly award PSL Print Management Limited a 3-year contract with the option to extend for a further 2 years on an annual basis. PSL Print Management Limited has proved to be flexible and keen to work in partnership with EDFC during the Pilot. Procurement has confirmed they are still the best value option on the Crown Commercial Services Framework. Furthermore, teams have made significant investments in terms of time and resources in the Pilot. It is undesirable to have to repeat this work with a new provider.

Reasons for Proposed Decision:

1. PSL Print Management Limited still provide best value for money on the Crown Commercial Services Framework.
2. PSL Print Management Limited has proved to be an excellent supplier during the Pilot by being helpful, flexible and working in partnership with EFDC.
3. Some teams have already invested greatly in terms of time and resource in this solution so to change would create unnecessary work and pressure.
4. EFDC's Procurement Team have researched and confirmed it is acceptable to directly award this Contract via the Crown Commercial Services Framework.

Other Options for Action:

To commence a full tendering process. However, PSL Print Management Limited is the best value for money under the Crown Commercial Framework considering price and quality of service.

Report:

1. The Council is currently running an 18 months pilot with PSL Print Management Limited to provide a Print to Post Solution. The pilot is due to end in September 2022. The Council has been

extremely satisfied with the service provided by PSL Print Management Limited as they have proved to be helpful, flexible and keen to work in partnership with EFDC.

2. Several teams are now sending their outgoing post via PSL Print Management Limited. Spend between April and December 2021 with PSL Print Management Limited has been £62,659.58. As more teams adopt the solution it is predicted over 5 years the Contract may be worth £1 million. However, it is acknowledged this is variable and based on usage. The Crown Commercial Framework has been reviewed again and PSL Print Management Limited still provide the best value for money.

3. Three online training courses on the PSL Print Management Limited solution was held for all colleagues in November 2021. Work is continuing to move whole teams onto the solution. The next team to move across to a bespoke solution in early 2022 is Legal.

4. Significant work has been undertaken by some teams such as Revenues and Benefits to change letter templates to make them capable of using a print to post solution. It is suggested that it would not be desirable to change solution now as much of this work would need to be repeated.

Resource Implications:

Spend between April and December 2021 with PSL Print Management Limited has been £62,659.58. Teams such as Legal, Car Parking and Elections are still to be moved onto the solution. Therefore, it is anticipated annual spend could approximately reach £200,000 a year (£1 million over 5 years). If the contract is not directly awarded the implications are that resources will need to repeat the extensive work already undertaken in the Pilot.

Legal and Governance Implications:

Efficient and effective print management solution.

Safer, Cleaner and Greener Implications:

By using the solution, the Council has full insight into how much print to post printing is occurring and via which teams. These will allow teams to focus on reducing printing and identifying alternative greener methods. Colleagues are no longer undertaking car journeys to come into the office just to print.

Consultation Undertaken: N/A

Background Papers: N/A

Risk Management: N/A

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details
Your function, service area and team: Business Support
If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: No
Title of policy or decision: Direct Award of the 3-year plus 1 year plus 1-year Contract for the Print to Post Solution to PSL Print Management Limited
Officer completing the EqIA: Tel: EXT 2557 Email: : dbaird@eppingforestdc.gov.uk
Date of completing the assessment: 21 st December 2021

Section 2: Policy to be analysed	
2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Change
2.2	Describe the main aims, objectives and purpose of the policy (or decision): To provide an efficient and effective Print to Post Solution. What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Agreement to directly award a 5-year contract to PSL Print Management Limited.
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? Will the policy or decision influence how organisations operate? The decision will affect employees who send post out externally.
2.4	Will the policy or decision involve substantial changes in resources? There are implements for the Business Support Team. Some of the changes have already been adopted as part of the pilot for example the removal of the large printer and envelope machine. As the Print to Post solution becomes more widespread the amount of post requiring sending at the end of the day will reduce. Further the number of internal printers will reduce.
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? The solution should assist with the corporate outcomes of agile working and becoming greener.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified? All colleagues will be affected by this change as they will no longer be required to attend the office to print documents.
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? As teams move across to the Print to Post Solution, they are fully supported by Business Support and PSL Print Management Limited.
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know. There is not specific individual impacted by this decision it is rather a new process for printing for all colleagues.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive – not required to travel to print documents. More efficient working processes	High
Disability	Positive – not required to travel to print documents. More efficient working processes	High
Gender	Positive – not required to travel to print documents. More efficient working process.	High
Gender reassignment	Positive – not required to travel to print documents. More efficient working process.	High
Marriage/civil partnership	Positive – not required to travel to print documents. More efficient working processes.	High
Pregnancy/maternity	Positive – not required to travel to print documents. More efficient working process.	High
Race	Positive – not required to travel to print documents. More efficient working process.	High
Religion/belief	Positive – not required to travel to print documents. More efficient working process.	High
Sexual orientation	Positive – not required to travel to print documents. More efficient working process.	High

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No x <input type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Colleagues are daunted by the new solution.	Training and ongoing support is being provided.	December 2021

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Christine Ferrigi

Date: 21/12/2021

Signature of person completing the EqIA: Dawn Baird

Date: 21/12/2021

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.