



**EXECUTIVE DECISION RECORD**  
**Officer**

**REF No: 140.24**

<b>A1</b> Service Area	[ ICT ]
<b>A2</b> Title	[ Renewal of Multi Function printing devices (MFD) ]
<b>A3</b> Decision Taken By	Chief Officer
<b>A4</b> Chief Officer	Please print name: Mark Rizk Please sign name: (Approval by email 12/03/24)
<b>A5</b> Leader / Deputy Leader consulted?	Please print name: Please sign name:
<b>A6</b> Date of Decision	12 <sup>th</sup> March 2024

**Confidential or Exempt Information**

<b>A7</b> Does this decision contain Confidential Information?	Yes/No
<b>A7.1</b> Does this Decision contain Exempt Information as described in Schedule 12A of the Local Government Act 1972?	Yes/No
<b>A7.2</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	Paragraph [ ]

**Conflict of Interest**

Are there any conflicts of interest to declare? Yes/No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



## **Scrutiny/Audit**

**A8** Which Committee should this decision be submitted to?

- Scrutiny (Value for Money Council) Committee x
- Scrutiny (Regeneration Development and Market Hall) Committee
- Scrutiny (Health and Wellbeing) Committee
- Scrutiny (Climate Change and Environment) Committee
- Audit Committee

<b>B1</b> What is the Decision?	[ To renew the current contract with Canon under crown commercial contract RM6174 lot2 ]
<b>B2</b> What are the reasons for the Decision?  <b>B2</b> Alternative options considered and rejected?	[ Swapping to a different vendor would entail extensive software changes to support centralised printing ]  [ ]
<b>B3</b> What are the contributions to Corporate Priorities?	Saving in rental costs and energy costs
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	There are no financial issues arising from this decision. The figures below are for lease costs only and are already covered by the existing budget
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Revenue	2023/24	2024/25	2025/26
		7013.52	7013.52

Capital	2023/24	2024/25	2025/26

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Lloyd Haynes Please sign name: (Approval by email 12/03/24)
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes/No
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	<del>Yes/No/NA</del>
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes/No
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes/No
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	<del>Yes/No/NA</del>
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes/No (please delete as appropriate)

### Equalities Implications

<b>B8</b> What are the Equalities implications: None
<b>B8.1</b> Positive (Opportunities/Benefits):
<b>B8.2</b> Negative (Threats):
<b>B8.3</b> The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required
<b>B8.4</b> <del>[The equality impact assessment identified the following actions to be carried out:]</del>

### Risk Assessment

<b>B9</b> What are the Risk Assessment implications: None
<b>B9.1</b> Positive (Opportunities/Benefits):
<b>B9.2</b> Negative (Threats):
<b>B9.3</b> <del>[The risks are referred to in the Risk Register numbered [ ].] [The risks do not need to be entered in the Risk Register.] Any financial implications to mitigate against these risks are considered above.</del>

## Legal Considerations

**B10** What are the Legal Considerations: None

**B10.1** There are no significant legal issues arising from this decision.

**This section has been approved by the following member of the Legal Team**

Please print name: John Teasdale

Please sign name: (Approval by email 12/03/24)

## Environmental Impact

**B11** What are the Environmental Impacts:

Consider impacts related to the Climate Change & Nature Strategy aims:

- Reducing greenhouse gas emissions (climate change mitigation)
- Preparing for future climate change (adaptation)
- Protecting and enhancing nature
- Using resources wisely and minimising waste and pollution

We are reducing the count of MFDs by one which will reduce energy consumption

**B11.1** The impacts are **not significant** and are set out below without enhanced consideration by the Council's Climate Change and Adaptation Officers.

(note – a **significant** impact will likely result from any project, policy, procurement exercise or service change that has a direct or indirect effect on energy or fuel use, water use, land use, other physical resource use, waste generation, pollution, regeneration or construction - if unsure contact the Council's Climate Change and Adaptation Officers)

**B11.3** Positive Impacts (Opportunities/Benefits): Reduction in energy consumption

**B11.4** Negative Impacts (Threats/Mitigation): None

## Health & Safety Implications

**B12** What are the Health & Safety implications: None

**B12.1** A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

**B12.2** [~~The significant hazards and risks have been identified in the Safety Media Risk Assessment numbered [ ]. Any financial implications to mitigate against these hazards and risks are considered above.~~]

**B12.3** [~~Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below~~]

**B12.3.1** Positive (Benefits)

**B12.3.2** Negative (Threats)

### Key Decision

**B13** Is this a Key Decision?      Yes/No (*please delete as appropriate*)

**Note: A Key Executive Decision is one where:**

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

**B13.1** If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would seriously prejudice the public interest?

Yes/No/NA (*please delete as appropriate*)

**B13.2** If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?

Yes/No/NA (*please delete as appropriate*)

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

*The questions contained in this questionnaire are not to be altered in any way. If you have any queries regarding the contents of this document, please contact Democratic Services Ext 1306/1608 or refer to Part 3 Section 6 of the Constitution.*

Please send the original signed document to:  
[democratic.services@eaststaffsbc.gov.uk](mailto:democratic.services@eaststaffsbc.gov.uk)

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