

Notice of Meeting

Cabinet Member for Property and Business Services

**Date & time**

Tuesday, 13 June
2017 at 2.30 pm

Place

Committee Room C,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact

Andrew Baird or Joss
Butler
Room 122, County Hall
Tel 020 8541 7609 or 020
8541 9702

Chief Executive

David McNulty

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joss.butler@surreycc.gov.uk

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email andrew.baird@surreycc.gov.uk or joss.butler@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird & Joss Butler on 0208 541 7609 or 0208 541 9702

Cabinet Member for Property and Business Services
Mr Tim Oliver

AGENDA

1 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

2 PROCEDURAL MATTERS

MEMBERS' QUESTIONS

The deadline for Members' questions is 12pm four working days before the meeting (07/06/2017).

PUBLIC QUESTIONS

The deadline for public questions is seven days before the meeting (06/06/2017).

PETITIONS

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

3 AWARD OF FRAMEWORK AGREEMENT FOR THE PROVISION OF OFFICE STATIONERY

(Pages 1
- 10)

This report seeks approval for Surrey County Council (SCC) to award a framework agreement to Banner Group Limited for the provision of Office Stationery to commence on 1 September 2017.

This report outlines the procurement process, including the results of the evaluation process. When considered in conjunction with the Part 2 report, it demonstrates why the recommended framework award will deliver value for money and quality across all areas of stationery.

Due to the commercial sensitivity involved in the framework award process, the names of the bidders and their financial details have been circulated as a Part 2 report.

4 EXCLUSION OF THE PUBLIC

Recommendation: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

PART TWO – IN PRIVATE

5 AWARD OF FRAMEWORK AGREEMENT FOR THE PROVISION OF OFFICE STATIONERY

(Pages
11 - 14)

This Part 2 report contains information which is exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

The information contained in this report may not be published or circulated beyond this report and will remain sensitive for the length of the framework.

Exempt: Not for publication under Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

David McNulty
Chief Executive
Published: 05 June

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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Thank you for your co-operation