

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Felicity Roe Director of Culture, Communities and Business Service
Title:	Corporate Records Storage Service Order Contract

Tel:

Email:

1. The decision:

- 1.1. That a contract for the 8 year period from 1 June 2022 to 31 May 2030 be issued under the ESPO Framework – Document Management Solutions 390 Lot 3.
- 1.2. That the spend of up to £550,000 for this order contract be approved.

2. Reason(s) for the decision:

- 2.1. The existing Framework Agreement for the Collection, Storage, Retrieval/Return and Destruction of Paper Records expires on May 31st 2022.
- 2.2. Delegated authority has been given to the Director to approve spend of contracts with a total value of below £2m.

3. Other options considered and rejected:

- 3.1. Not applicable.

4. Conflicts of interest:

- 4.1. Conflict of interest declared by an Executive Member who is consulted by the officer which relates to the decision: None

5. **Dispensation granted by the Head of Paid Service:**

5.1 None

6. **Supporting information:**

6.1 This order contract is a direct call-off under the ESPO Framework – Document Management Solutions 390 Lot 3.

6.2 This is in respect of the management of semi- and non-current records from Hampshire County Council departments, in support of the County Council's ongoing business activity and customer services and its compliance with legal, administrative and accountability requirements.

6.3 During the period of the order contract a review will be undertaken of requirements for the collection, storage, retrieval/return and destruction of corporate records and the most appropriate way to manage records management services in the future.

6.4 The funding for the contract is from the annual Corporate Accommodation budget managed by Property Services and an annual allocation from the budget of the Records Management Service which fund the current contract.



Approved by:

Felicity Roe,

Director of Culture, Communities and Business Service

Date: 14 December 2021