

**Summary of Special Urgent Decision**  
**For the period: January 2016 to March 2016**

**APPENDIX A**

<b>Urgent Decision</b>	<b>Decision Taken</b>	<b>Reason for Urgency</b>	<b>Legal Implications</b>	<b>Financial Implications</b>	<b>Date Decision Taken</b>
Purchase of Multifunctional Devices (Printing)	A decision was taken by the Director of Improvement and Corporate Services, in consultation with the Executive Member for Corporate Resources, to award the new contract for print services to Ricoh.	The decision was taken by delegation owing to the short period of time between final resolution of the contract and the required installation date for the equipment and to avoid a further and expensive extension of the existing contract. Taking the decision under the special urgency powers was seen as appropriate to avoid creating needless risk for the project with potential financial consequences.	Legal services advised on the contract throughout the process.	The new contract provides improved print performance for a lower cost, but is essentially a one for one replacement to meet existing needs.	26 February 2016