



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Award of the Contract for provision of Electronic Payment Services

Approval is sought to award the contract for the provision of Electronic Payment Services to the Council.

The contract will cover provision of the following electronic payment services:

Payment of Council bills via barcoded documents at PayPoint outlets and Post Offices allowing resident who wish to pay via cash or in person the opportunity to do so.

The commencement of the procurement was approved by the Executive Director, Environment, Economy & Resources.

A Direct Award was performed under the Northern Housing Consortium Electronic Payment Services Framework 2019-2023.

An exception to the Contract Procedure Rules to access the Northern Housing Consortium Framework was approved.

The maximum length of the contract is 6 years.

The estimated whole life value of the contract is £243,000. This may fluctuate depending on usage, and the transaction fees are fixed for 12 months from the 1st September 2021. Thereafter they will be adjusted for annually for CPI.

The successful provider is AllPay Limited.

2. Decision being taken

Award the contract for provision of Electronic Payment Services, for a maximum of 6 years, to AllPay Limited and approve the annual adjustment of the transaction fee for CPI.

3. Anticipated outcome(s)/benefits

The contract for the provision of Electronic Payment Services is awarded to AllPay Limited for a maximum of 6 years, and the transaction fees will be adjusted annually for CPI.

4. Details of any alternative options considered and rejected by the officer when making the decision

Not award the contract. AllPay Limited are able to meet the Council's requirements so there is no reason to not award.

5. Background documents considered (web link to be included or copies of documents for publishing)

None.

6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No

7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest identified.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The procurement exercise was approved by an Officer Decision Record. It has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers. Legal Services will support the completion of the contractual documentation on award.

9. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The Council has an existing budget to cover the costs of this service. Any cost variation from changing transaction fees will be managed from within the services budget envelope.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications

11. Risk Assessment (in accordance with the Report Writing Guide)

The council will be exposed to a high risk if the Electronic Payment Services contract is not renewed with a tested and established supplier. Residents who prefer or unable to pay for goods and services with anything other than cash would have no means to pay which would in turn put them into unnecessary indebtedness and expose the council to reputational damage. Additionally, it would also pose a high risk to the councils' cash flow as even though cash payments for goods and services declined during the last year due to the pandemic, the council still collected £8.4m for the year 2020/21 via this method.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

N/A

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment,
Economy & Resources

Signed: REDACTED

Dated: 18th August 2021

**14. Consultation carried out with
Portfolio Holder(s):**

Name: Cllr Stanley Shreeve

Title: Deputy Leader and Portfolio
Holder for Finance, Resources and
Assets

Signed: REDACTED

Dated: 19th August 2021