

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Chief Officer, Financial Services		
<b>Contact person:</b>	Robin Thornton	Telephone number: : 0113 37 89394	
<b>Subject<sup>2</sup>:</b>	Modification of the Council's Bill Payment Services contract with AllPay Limited		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?            (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Chief Officer, Financial Services gave approval to use Regulation 72 (1) (b) of the Public Contract Regulations 2015 to modify the current Bill Payment Services contract with AllPay Limited with a contract value of circa £227,500 per annum by lengthening the contract term under the same terms and conditions for a period of twelve months with the option to extend for a further twelve months. The total contract value for two years would be approximately £455,000. The estimate is calculated using the proposed rates from AllPay from 1st April 2023.</p> <p>A brief statement of the reasons for the decision            (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <ul style="list-style-type: none"> <li>• The Council's contract for the provision of Bill Payment Services was extended in March 2022 for 12 months and is due to expire on 31st March 2023 with no further provision to extend the contract.</li> <li>• Although the use of this method of payment is decreasing over time, the volumes remain significant (approximately 431,450 transactions per annum currently) and it is a vital method of payment for a substantial number of residents. Continuity of Bill Payment Services continues to be essential.</li> <li>• There are a number of technical requirements for a change in provider that would need system changes to this and other revenue systems. To implement a new system will require a project to be initiated to manage the change. The project would require further business analysis, application</li> </ul>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>engineering, solution architecture and data architecture resources to support the change to a new supplier in addition to any business change endeavours to embed the new solution. Currently, technical resources have been prioritised to IT and digital projects contributing to enable the authority to meet current financial challenges. IDS have indicated that further resources continue not to be available currently. To change provider at this stage would be uneconomical and technically unviable.</p> <ul style="list-style-type: none"> <li>• It is therefore necessary to modify the current Bill Payment Services contract with AllPay Ltd to vary the end date of the contract by 24 months to 31st March 2025. AllPay have proposed an increase to current rates of both Post Office Barcode and Paypoint transactions of 13p per transaction to 53p and 52p per transaction respectively. Decreasing activity volumes reduce the impact of this rate increase on the overall increase to the contract value . At current activity levels, the increase in rates means an increase in cost of £56K p.a. from an estimate of £171,500 for 22/23 to £227,500 for 23/24. For the variation period of the contract to March 2025 the overall contract value is £455,000 which is 46% of the original contract value of approximately £1m.</li> <li>• This additional period should allow the necessary technical resources to access the technical change requirements to allow a full procurement procedure to be conducted.</li> </ul>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ul style="list-style-type: none"> <li>• Do nothing is not an option as the Council will not be able to meet its financial commitments. Modifying the contract by up to a further twenty-four months will enable the council to undertake a full Bill Payment services procurement exercise and award a contract on a longer-term basis.</li> <li>• Other options considered include the GCloud framework which facilitates the purchase of commoditised, cloud-based services. These services are 'off the shelf', pay-as-you-go cloud solutions. Three potential suppliers were identified including the incumbent however consideration of this framework would entail further research to assess the cost of change of supplier which the timescales do not allow. Consideration was also given to a newly awarded framework NEPO505 for Payment Card Services which went live in September 2022 however this does not include the Bill Payment Services required and is not therefore a viable option.</li> </ul>
<b>Affected wards:</b>	N/A

<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member None		
	Ward Councillors None		
	Chief Digital and Information Officer <sup>5</sup> Colleagues from the IDS service have been consulted throughout the process. The operational nature of this decision was reported to the Design Authority Board.		
	Chief Asset Management and Regeneration Officer <sup>6</sup> None		
	Others Colleagues from the Procurement service have been consulted throughout the service.		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation 01/04/2023 The Principal Exchequer Services Manager		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.  
<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology  
<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.  
<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only  
<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only  
<sup>9</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Chief Officer, Financial Services - VICTORIA BRADSHAW	
	Signature V. f. Bradshaw	Date 12/03/2023

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<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.