

RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	Nick Sach – Revenues and Benefits Manager
2. Title / Subject Matter:	The appointment of All Pay Limited for Electronic Payment Services
3. Decision Reference No.	CEX080
4. Type of Decision:	Public
<p>5. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.)</p> <p style="margin-left: 40px;">1. To call off and award a contract to All pay Limited from the Northern Housing Consortium (NHC) Framework for Electronic Payment Services on a 2 year contract with the option to extend for up to a further period of 2 years (1 + 1) at a value of £48,000.</p>	
<p>6. Reasons for Decision: (Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision)</p> <p>The National framework is compliant with the Public Contract Regulations 2015.</p> <p>As part of the contract the following services will be provided:</p> <ul style="list-style-type: none"> • Post Office (PO) • PayPoint (PP) • Concatenation • Swipe card production <p>Handling over £6 billion a year across 60 million transactions, allpay Limited is the UK's leading payment solutions specialist. Through their partnership with the Northern Housing Consortium (NHC) Framework, they are able to provide the most cost-effective solution for bill payment services, helping the Council to maximise income.</p>	

All Pay Limited have been procured in compliance with Rule 7.0 of the contract procedure rules.

7. Authority / Legal Power:

(Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)

Legal – See below

Contact Procedure Rules: Rules 7.0

Financial Procedure Rules - Rule 17.4

8. Background Papers attached?

(Background papers are to be attached (unless exempt)

No

9. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

Not to procure which would leave the authority at risk of challenge.

10. Implications:

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

<p>Legal</p>	<p>This is not a key decision and can be taken by an officer through the scheme of delegation.</p> <p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council’s Contract Procedure Rules and the Council’s Financial Regulations</p>
<p>Finance</p>	<p>The annual budget of £7.5k for the general fund charges and £12k on the HRA which will be sufficient to cover the costs of this new contract.</p>
<p>HR</p>	<p>N/A</p>

11. Signature of Decision Maker: Please do no 'pp' for a Senior Officer	Signature redacted Nick Sach – Revenues & Benefits Manager
12. In consultation with: (Where applicable)	<p style="text-align: center;">Not applicable</p>
13. Date:	<p style="text-align: center;">27/08/2020</p>

Please send all decision for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk