



Record of Cabinet Portfolio Holder Decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Portfolio Holder for Finance and Resources
Decision Title	Award of Contract – Cash Receipting System
Key decision?	Yes
Date of decision (same as date form signed)	24 March 2021
Name and job title of Officer requesting the decision	David Scott, Corporate Services Manager
Officer contact details	dscott@melton.gov.uk
Decision	<p>To approve award and call off of a contract for supplying of cash receipting software from the KCS Software Products and Associated services Y16018 framework.</p> <p>To delegate authority to the Corporate Services Manger to enter into the relevant contract documentation</p>
Reason for Decision	<p>CAPITA Pay360 is the incumbent supplier for cash receipting software to the Council which has been operating without any significant problems. The current contract expires on the 31st July 2021.</p> <p>In conjunction with Welland Procurement officers have explored procurement options and through the KCS computer software framework there is a direct award option based on <i>Continuity of existing Goods/Services from an awarded Supplier.</i></p>

	<p>The framework also allows for a contract period of 5 years to be agreed which the Council is looking to exercise. The new contract holds the existing prices for the whole contract period with no inflation – fixed price. The total value of the contract is £92,081</p> <p>The framework is compliant with the Public Contract Regulations 2015 and the Contract has been procured in compliance with the contract procedure rules.</p>
<p>Alternative options rejected</p>	<p>The council has considered undertaken an open tender but favoured the direct award route to a number of considerations including Value for Money. These included:</p> <ul style="list-style-type: none"> • No issues with incumbent supplier • Cost of moving to a new supplier for implementation • Potential increase in ongoing costs with inflation • Existing integration with other council IT systems including the CRM and Finance systems which would lead to increased risk and additional costs
<p>Legal implications</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).</p> <p>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>The Council’s Contract Procedure Rules permit a contract of any value to be procured via a framework agreement or DPS, compliance with these Rules and relevant national and EU law is achieved through compliance with the framework agreement/DPS terms and conditions.</p>

	<p>The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations. The Officer is responsible for the subsequent storage and safe keeping of the signed contract.</p> <p>Where the contract is valued over £25,000 an award notice is required on Contracts Finder, Welland Procurement is responsible for such award notices.</p> <p>If the above criteria is satisfied, using a framework agreement will reduce the risk of challenge for the Authority</p>																												
Financial implications	There is existing budget in place to meet the cost of the cash receipting software and with the proposed new contract being a fixed fee there will be no ongoing budget issues.																												
Other implications	None																												
Background papers considered	None																												
Declarations/conflict of interest?	None																												
List consultees	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Outcome</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Ward Councillors</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Legal</td> <td>KS</td> <td>Agreed</td> <td>24/03/21</td> </tr> <tr> <td>Finance</td> <td>David Scott</td> <td>Agreed</td> <td>24/03/21</td> </tr> <tr> <td>Human Resources</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Equalities</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Communications</td> <td>N/A</td> <td></td> <td></td> </tr> </tbody> </table>		Name	Outcome	Date	Ward Councillors	N/A			Legal	KS	Agreed	24/03/21	Finance	David Scott	Agreed	24/03/21	Human Resources	N/A			Equalities	N/A			Communications	N/A		
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Confidential Decision?	No																												
Call In Waived by Scrutiny Committee Chair? (Under urgency Procedures)	No																												
Has this been discussed by Cabinet Members?	No																												
Cabinet Portfolio Holder Signature	<p>.....R.de Burle..... Signature Councillor Ronnie de Burle Portfolio Holder for Finance and Resources</p>																												

24.03.21..... Date
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ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

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Form Received	24.03.21	
Date published to all Councillors	24.03.21	
Call In Deadline	30.03.21	