

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**CABINET – 17 JANUARY 2017**

Title of report	<b>AUTHORITY TO AWARD BILL PAYMENT SERVICES CONTRACT</b>
Key Decision	a) Financial Yes b) Community No
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Purpose of report	The report requests that Cabinet delegates authority to award the Bill Payment Services Contract to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation.  To ensure the continuity of provision of the bill payment service to the Council.
Council Priorities	Value for Money.
Implications:	
Financial/Staff	Financial implications contained within existing budgets, no staffing implications
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory

Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	None
Recommendations	<b>THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACT FOR THE BILL PAYMENT SERVICE FOR THE PERIOD 1 JUNE 2017 TO 31 MAY 2020 WITH THE OPTION TO EXTEND UNTIL 31 MAY 2021 TO THE INTERIM DIRECTOR OF RESOURCES IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.</b>

## 1. BACKGROUND

- 1.1 The Co-operative Bank has given notice to the Council to close our bill payments account we hold with the bank. The bill payment services account enables the Council to receive the income that has been paid to the Council via PayPoint and Post Offices. The account was initially due to close on the 28 February 2017 however we have successfully negotiated an extension to the 31 May 2017. Therefore the Council needs a replacement account from the 1 June 2017.

## 2. PROCUREMENT ROUTE

- 2.1 It is the intention to move the bill payment services account to Lloyds Bank plc who offers this service in conjunction with All Pay. The Council already holds its main bank account will Lloyds. The contract will be awarded under the ESPO framework 384 for Banking Services. Lot 3 of the framework covers Bill Payments Services and is a single supplier framework so a direct award can be made. This procurement route adheres to the requirements of the Constitution (paragraph 2.6 of the Contract Procedures Rules).

## 3. FINANCIAL IMPLICATIONS

- 3.1 The proposed fees from All Pay for processing of PayPoint and Post Office transactions are in line with existing fees and therefore these can be met from existing budgets. There will be £5,000 one-off implementation costs for moving the service from the Co-operative Bank to Lloyds. It has been agreed that this can be met from the 2016/17 under-spend.

## 4. CONTRACT AWARD

- 4.1 In order to award the contract in relation to the bill payment services contract for the period 1 June 2017 to 31 May 2020, with the possibility of extending to 31 May 2021, - Cabinet is requested to delegate authority to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.