


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Income Management System Contract	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. <i>3D2 Financial Resources b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.</i>
DO/51/2024 (LB)	
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
5 th November 2024	Liam Brown – Assistant Director for Finance 
<u>RECORD OF THE DECISION</u>	
<p>a) Approval for the Income Management System contract to be awarded for a 3-year term with the option to extend for 12 month period to Heycentric following a G-Cloud procurement.</p> <p>b) The Decision</p> <p>To approve the procurement and award of contract as above</p>	
<u>REASON FOR THE DECISION</u>	
To ensure the council has business continuity in order to take all payments to the authority, including phone payments, online payments, in-person card payments, cash and cheque where applicable. Operating a range of different systems as is the current arrangement (including Worldpay, Gov Pay and Access Paysuite) makes accounting more complicated, increases costs and falls short of the council's business and regulatory requirements.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
To do nothing and continue operating three different systems.	
<u>WARD RELEVANCE</u>	
None	

FINANCIAL AND BUDGET IMPLICATIONS

The proposed contract for the next 3 years can be managed within existing budgets. The contract retains the option to extend for a period of 12 months.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Management Team
Modernisation & ICT Programme Board
Corporate Programme Strategic Board
ICT Team
Finance Team
Procurement Team
Strategic Director – Corporate Resources

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

None

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

None

HUMAN RESOURCES IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The proposed contract for the next 3 years can be managed within existing budgets.

HEALTH EQUALITIES IMPLICATIONS

None

SECTION 17 CRIME & DISORDER IMPLICATIONS

None

RISK MANAGEMENT IMPLICATIONS

Without an income management system, the council would not be able to collect sums of money for bills raised appropriately. Therefore, this would cause issues with maintaining debtor records and accounting for income in compliance with the CIPFA Code of Practice and International Financial Reporting Standards.

<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u>
None
<u>ENVIRONMENTAL IMPLICATIONS</u>
None
<u>LEGAL IMPLICATIONS</u>
This decision is compliant with the Contract Procedure Rules and Procurement Regulations. Furthermore, failing to take this decision puts at risk the ability to undertake both statutory and non-statutory obligations and should the system contract not be re-procured, it puts the council at risk of failing to meet these obligations as the team will be unable to deliver its service.
<u>ANY OTHER COMMENTS</u>
None.

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER