

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Resources****Corporate Services Committee: 1 February 2023**

Subject: Cash Receipting System**1. Purpose**

- 1.1** The purpose of this report is to seek Committee approval to make a direct award under the KCS Managed Services for Business Framework for the cash receipting system and the call secure module for West Dunbartonshire Council (the Council).

2. Recommendations

- 2.1** The Committee is asked to:

1. Approve the direct award under the KCS Managed Services for Business Framework for the cash receipting system for the Council for a 2 year period from the date of expiry of the current contract i.e. 31 August 2023 for a period of two years with an option to extend for up to a further two additional 12 month periods and to
2. Approve the direct award under the KCS Managed Services for Business Framework for the call secure plus module for the Council for a 2 year period from the date of expiry of the current contract i.e. 3 October 2023 for a period of two years with an option to extend for up to a further two additional 12 month periods.

3. Background

- 3.1** The cash receipting system provides citizens of West Dunbartonshire Council with the facility to make payments either face to face, online or by telephone. In addition to this the service provides the facility to manage all of the Council's income and to accurately record payments received to the Council's back office systems e.g. Council Tax, Rents, etc. This system is a key control system for the Council.
- 3.2** The Council has access to national collaborative frameworks that have suppliers to whom we can directly award our business by buying from an approved catalogue which has already undergone UK compliant procurement exercises. The procurement exercises are undertaken by KCS Managed Services for Business Framework and ensure that only suppliers which meet the specified criteria can be on the framework.

- 3.3** Following a procurement process, via the Crown Commercial Services Framework –Local Authority Software Applications in December 2017, the current provider, Capita Business Services Ltd, was appointed for a period of 3 years with the option to extend for a further two 12 month periods (approved at Tendering Committee 21 March 2018).

4. Main Issues

- 4.1** It is essential to ensure a seamless process of continuation of the service to have a direct award to the current supplier, who is a provider on both the Crown Commercial Services Framework and the KCS Managed Services for Business Framework.
- 4.2** The estimated aggregated value of this contract over the period of this contract for the Council is likely to exceed £50,000.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** There is departmental budgetary provision to meet the current level of expenditure.
- 6.2** All procurement activity carried out by the Council in excess of £50,000 is subject to a contract strategy. The contract strategy for the cash receipting system will be produced by the Corporate Procurement Unit in close consultation with Finance officers.

The cash receipting system will contribute to the delivery of the Council's strategic priorities through the provision of a fit for purpose service on a best value basis.

7. Risk Analysis

- 7.1** If the direct award to the existing supplier is not made, the supplier will be able to continue to deliver the service. However, the prices may be subject to fluctuation and may no longer be competitive.

Having a contract in place enables the prices to be set for a fixed period of time and formal terms and conditions to be put in place, to ensure that the Council receive best value.

8. Equalities Impact Assessment (EIA)

- 8.1** No significant issues were identified in a screening for potential equality impact of this service.

9. Consultation

9.1 The report has been subject to consultation with appropriate Strategic Leads.

10. Strategic Assessment

10.1 Sound financial practice and budgetary control are imperative to assist in the governance of the Council and assists officers in achieving the strategic priorities.

Laurence Slavin
Chief Officer-Resources
Date: 12 January 2023

Person to Contact: Karen Shannon
Section Head (Financial, Administration & Control)
Council Offices, 16 Church Street, Dumbarton G82 1QL
Tel: 01389 737842 Mobile: 07584 475469
E-mail: Karen.Shannon@west-dunbarton.gov.uk

Appendices: None

Background Papers: Cash Receipting Systems Contract to Corporate Services
Committee 29 November 2017
Equalities Impact Screening

Wards Affected: All