

## **RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY**

### **\*PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

### **SERVICE DIRECTORATE: CUSTOMERS**

#### **1. DECISION TAKEN**

- 1.1 To award Worldpay the contract to provide payment merchant acquiring services for credit and debit card payments made to the Council.

#### **2. DECISION TAKER**

- 2.1 Jo Dufficy, Service Director - Customers

#### **3. DATE DECISION TAKEN:**

- 3.1 16 September 2021

#### **4. REASON FOR DECISION**

- 4.1 The Council processes credit and debit card payments for goods and services provided. In 2021/22 52,994 card payments were processed with a value of £8,856,778.61.
- 4.2 The customer payment interface is provided by Civica. In addition to the Civica interface a further processing facility known as merchant acquiring services, is required to pass the transaction through to the various credit and debit card providers.
- 4.3 As per rule 7 of the contract procurement rules, a three-quote process was followed using the Councils E-tendering system. A comparison of three suppliers was carried out and Worldpay were selected as the supplier providing the most economically advantageous tender.

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 A merchant acquiring service is an essential element of payment processing, it would not be possible to process credit and debit card payments without it.

#### **6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)**

- 6.1 Consultation has been carried out with the Executive Member for Finance and IT, Cllr Ian Albert.

#### **7. RELEVANT CONSIDERATIONS**

- 7.1 A merchant acquiring service is an essential element of card payment processing. The current supplier contract has expired and has been continuing on a rolling basis

to ensure the continuation of payment processing whilst a procurement exercise has been carried out.

## **8. LEGAL IMPLICATIONS**

- 8.1 Under the terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to, amongst other things: entering into contract to carry out works and / or for the supply of goods and services within approved budget.
- 8.2 Under terms of reference 14.6.7(a)(i) of the Constitution, the Service Director Customers has delegated authority to; manage, direct and control all resources allocated to the Directorate in accordance with the Council's policies and procedures.
- 8.3 Contracts must be let in accordance with the Contract Procurement Rules and paragraph 7.13 of the rules requires the publication of a Decision Notice for any contract with a value of above £50,000.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The exact value of this contract cannot be determined as it is based upon the transaction value of credit and debit card transaction that are received and processed.
- 9.2 Based on the transaction value from 20/21 the spend is anticipated to be approximately £51,000 per annum. The contract term is three years with an option to extend by one year, so the total contract value is anticipated to be £153,000 or £204,000 if the option to extend by one year is exercised.
- 9.3 It is possible that the value of this contract may increase if card transactional charges vary or as more people chose to make payments by credit and debit card and move away from cash payments which cost more for the Council to process.

## **10. RISK IMPLICATIONS**

- 10.1 Failure to procure merchant acquiring services would mean that we would not be able to process credit and debit card payments.

## **11. EQUALITIES IMPLICATIONS**

- 11.1 There are no equalities implications arising from this decision.

## **12. SOCIAL VALUE IMPLICATIONS**

- 12.1 The Social Value Act and Go Local Policy do not apply to this decision

## **13. HUMAN RESOURCE IMPLICATIONS**

- 13.1 None

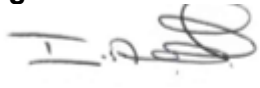
## **14. BACKGROUND PAPERS**

- 14.1 None

## **15. NOTIFICATION DATE**

TBA

**Signature of Executive Member Consulted**

 (IAN ALBEE)

**Date 20.09.21**

**Signature of Decision Taker**



**Date 20.09.21**

**Please Note:** that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

**Call-in does not apply to NON-EXECUTIVE DECISIONS**