

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: e.g. Directorate/Ref No/Year - CR/456/06/21**

**BOX 1**

**DIRECTORATE: Corporate Resources      DATE: 1<sup>st</sup> May 2021**

**Contact Name: Andrew Ince**

**Tel. No.: 01302 737441**

**Subject Matter: To award a contract for Cash Collection and Cash in Transit from Premises or Buildings of various types and On street and Off street car parks (including pay and display machines)**

**BOX 2****DECISION TAKEN**

To award a contract for 'Cash Collection and Cash in Transit from Premises or Buildings of various types and On street and Off street car parks (including pay and display machines)' from 1<sup>st</sup> July 2021 to Security Plus Ltd, who are the existing supplier.

This will be done under Lot 8 of the ESPO Framework Agreement 324F Cash Collection and Cash in Transit Services and will be a direct award to Security Plus + Ltd

The initial period will be for 2 years with an option to extend for 1 further period of 2 years. The total value of the contract will be approximately £200,000

**BOX 3****REASON FOR THE DECISION**

DMBC spend approximately £50,000 per annum on cash collection and delivery services. The service current provider is Security Plus + Ltd, who have been providing the services since 1<sup>st</sup> July 2013. The current contract is due to expire on 30<sup>th</sup> June 2021

Lot 8 of the ESPO Framework Agreement 324F-20 Cash Collection and Cash in Transit Services has been identified as the best route to market. This allows for Direct Award to one of three suppliers who are on the Framework. These are Security Plus + Ltd and G4S Cash Solutions (UK) Ltd and King Armoured Security

The costs of the required services under the Framework have been compared and Security Plus + Ltd costs are lower overall. Additionally, all departments currently using the contract are satisfied with the service provided by Security Plus + Ltd.

#### **BOX 4**

##### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

**1. Do Nothing:**

The current contract expires on 30<sup>th</sup> June 2021 and therefore this is not an option.

**2. Award a new contract by using an existing Framework Agreement :**

This ESPO framework offers customers a quick, simple and competitive route to purchase a comprehensive range of cash collection and cash and valuables in transit services.

The suppliers on this framework have been selected for their experience and ability to provide customers with a comprehensive range of services that combine quality and value, and satisfy all cash collection and cash in transit services requirements.

The framework is available for use nationally by any public sector body in the UK.

**The preferred option is option 2. Award a new contract by using an existing Framework Agreement**

#### **BOX 5**

##### **LEGAL IMPLICATIONS**

1. Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do.
2. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.
3. The report author has advised that the new contract will be awarded using the ESPO 324F\_20 Framework arrangement for Cash Collection and Cash and Valuables in Transit Services. The report author must ensure prior to award that the Council has followed all the procedures required by the framework provider to access this framework to enable the call off of the services.
4. Framework arrangements are set up in accordance with EU procurement rules and allow the purchase of the services without the need to run a separate tender provided the contracting council is named (directly or indirectly) in the Official Journal of the European Union advert as being one of the contracting authorities able to access the Framework.
5. The Council must adhere to strict compliance with the rules of the Framework if the award is to be compliant with the Public Contracts Regulations 2015.
6. The decision maker should be comfortable that the benefits of utilising the framework are consistent with any inherent risks within the process.

7. Following contract signature, the project manager should be completely familiar with the contractual terms in order to protect the interests of the Council and enforce any terms as and when necessary.

**Name: Phil Crawley Date: 24/05/21**

Signature of Assistant Director of Legal and Democratic Services (or representative)

#### **BOX 6**

##### **FINANCIAL IMPLICATIONS:**

The service estimates the cost to be £50,000 per annum. This figure is based on the current level of call-off orders for 2019/2020. The initial contract period will be for 2 years with an option to extend for 1 further period of 2 years. The total value of the contract will be approximately £200,000 (if extended).

Costs relating to Security Plus + Ltd for 19/20 was £40k reducing to £23k in 20/21 as impact of Covid 19 resulted in less cash collections. Although the cost of the service is not expected to reduce from 21/22, there may be a reduction of activity in the future as other ways of taking payment are increased and a reduction in cash transactions take place. The costs are recharged to the relevant service who hold the budgets, and will benefit from any reduced costs.

**Name: A Gosney Date: 07/05/21**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

#### **BOX 7**

##### **Procurement Implications**

As highlighted within the report it is the Councils intention to access the ESPO Framework 324F Lot8 which gives Doncaster Council a compliant and competitive route to market.

Any exercise carried out under such an agreement must be completed in line with the framework guidance and instructions. Early engagement with the procurement team is required

**Name: A Gater Signature: [REDACTED] Date: 17<sup>th</sup> May 2021**

Signature of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8**  
**EQUALITY IMPLICATIONS:**

There are no Equality implications

**BOX 9**  
**RISK IMPLICATIONS:** The risk implications to not awarding the contract would be that cash would not be collected and banked, which would prevent the council's ability to collect income

**BOX 10**  
**CONSULTATION**

No specific consultations have been undertaken.

**BOX 11**  
**INFORMATION NOT FOR PUBLICATION**

It is in the public's interest to be aware of this decision under the Freedom of Information Act 2000. There are no applicable exemptions, therefore the decision will be published in full redacting signatures only.

**Name:** C.Cowan      **Signature:** FM/FP&C (by email)      **Date:** 10/05/2021

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12**  
**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR NO

**BOX 13  
AUTHORISATION**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**YES/NO**

**If yes please authorise below:**

**Name:** Faye Tyas **Signature:**  **Date:** 02.06.21

Assistant Director of Finance and Section 151 Officer

**Consultation with Relevant Member(s)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation** \_\_\_\_\_

**(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)**

**Declaration of Interest YES/NO**

**If YES please give details below:**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL  
UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

**Once completed a PDF copy of this form and any relevant background papers  
should be forwarded to Governance Services at  
[Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.**

**It is the responsibility of the decision taker to clearly identify any information that is  
confidential or exempt and should be redacted before publication.**