



INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS

THURSDAY, 1 JULY 2010

Please find enclosed a Decision Notice in connection with the following:

Officer Delegated Decision:-

1. **Invitation to Tender for the Provision of Bill Payment and Associated Services**
(Page 1)

Please note that this is subject to call-in.

Queries regarding these documents

Please contact Tom Silvani - Democratic Services, Telephone 01524 582132 or e-mail tsilvani@lancaster.gov.uk.

Gillian Noall,
Head of Democratic Services,
Town Hall,
Dalton Square,
Lancaster LA1 1PJ

Published on Thursday, 1 July 2010



Promoting City, Coast & Countryside

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER

TITLE OF DECISION:			
INVITATION TO TENDER FOR THE PROVISION OF BILL PAYMENT AND ASSOCIATED SERVICES			
NAME OF DECISION TAKER:	MARK CULLINAN		
POSITION AND RESPONSIBILITY HELD:	CHIEF EXECUTIVE		
CONTACT OFFICER:	STEVEN BOOTH		
TELEPHONE:	01524 582263		
E-MAIL:	sbooth@lancaster.gov.uk		
Details of Decision:			
That Santander Commercial Bank be awarded the contract for the provision of Bill Payment and Associated services as outlined in the tender brief			
Reasons for the decision:			
The Council is a collecting authority for Council Tax and Business Rates as well other payments. Since the closure of the cash offices in 2005 customers wishing to pay their invoices by cash or cheque were provided with the facility where such payments could be made free of charge to the customer at post offices. The existing fixed price contract expires on November 30 th 2010. In order to ensure continued provision of the Bill Payment facility, the service was put out to competitive tender.			
Three tenders were received and upon evaluation Santander Commercial Bank quoted the lowest fixed value for transaction charges which are lower than our current charges enabling savings to be achieved. These charges are fixed for a 3 year period. The other tenderers quoted for a fixed 5 year term and were more expensive. Committing to a fixed price contract for 5 years would possibly leave the Council open to paying more in transaction costs than necessary as a 3 year contract would allow the Council to renegotiate the terms and conditions.			
It is recommended that the tender from Santander Commercial Bank be accepted.			
IS THE DECISION URGENT Yes/NO			
I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW & SCRUTINY PROCEDURE RULES)			
SIGNATURE OF THE OVERVIEW & SCRUTINY CHAIRMAN:		N/A	
I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.			
SIGNATURE OF DECISION TAKER:	Roger Muckle		
DATE:	30 June 2010		
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO.
			OD/2010/2
DATE DECISION TAKEN:	30/06/10	DATE RECEIVED BY DEMOCRATIC SERVICES:	01/07/10
DATE DECISION PUBLISHED:	01/07/10	IMPLEMENTATION DATE (publication day + 5 working days):	09/07/10

A copy of the report considered by the decision taker should be appended to this form and forwarded immediately to Democratic Services on completion.