

Contact: Gill Noall
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E-mail: GNoall@lancaster.gov.uk
Our reference: GN/TS/UB64
Your reference:

Councillor Langhorn,
Chairman of the Overview
and Scrutiny Committee.

HEAD OF DEMOCRATIC SERVICES

Town Hall
Dalton Square
Lancaster
LA1 1PJ

DX 63531

06th February 2009

Dear Councillor Langhorn,

URGENT BUSINESS - Award of Contract for ICON Card Payment Services

You may have noted the publication on the Forward Plan of a Key Decision notice 'Award of Contract for ICON Payment Services' in January 2009.

A decision was subsequently taken by the Chief Executive on 6th February 2009 that Civica be awarded the 5 year contract for the provision of a hosted electronic payments service.

I am writing to request that you consider that the right to call in be waived, in accordance with Overview & Scrutiny Procedure Rule 17, to enable immediate implementation.

The reason for urgency is that the decision was due to be taken by 31 January, to allow implementation of the service by 01 April (there is a long lead in time as detailed bank testing must be completed – this can take as long as 6 weeks, and scheduling can be difficult). There have been various amendments made to the contract however, in order to tighten it up, and this has resulted in some delays – the contract documentation has just been finalised yesterday (05 February), just missing the fortnightly Decision Notice deadline. In order to achieve implementation by the start of the new financial year or thereabouts, an urgent decision is sought. (If a decision is delayed, the implementation will need to be put back until well after year end, so as not to conflict with other workloads. This exposes the Council to further risks and costs potentially, as the Council's card services provider (currently Barclays) has sought assurances regarding what plans the Council has in place to address PCIDSS. These centre around compliance at the start of the new financial year.

I would therefore be grateful if you could consider the immediate implementation of this course of action and agree to waive the right to call-in, in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please complete the attached slip signifying your decision and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Tom Silvani on 582132, or e-mail tsilvani@lancaster.gov.uk, with your decision.

Yours sincerely,

HEAD OF DEMOCRATIC SERVICES

Enc.

URGENT BUSINESS - Award of Contract for ICON Card Payment Services

*I agree/~~do not agree~~ (***please delete as appropriate**)

To this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Councillor Stuart Langhorn

Dated: 06/02/09

Chief Executive Decision

*I agree/~~do not agree~~ (***please delete as appropriate**) to this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Mark Cullinan -----
Chief Executive

Dated: 06/02/09-----

Please return to: Tom Silvani
Democratic Services,
Town Hall,
Dalton Square,
LANCASTER. LA1 1PJ
Ref: UB64