

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:	
AWARD OF CONTRACT FOR ICON CARD PAYMENT SERVICES	
NAME OF DECISION TAKER:	MARK CULLINAN
POSITION AND RESPONSIBILITY HELD:	CHIEF EXECUTIVE
CONTACT OFFICER:	NADINE MUSCHAMP
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Details of Decision:	
Award of 5 year contract to Civica for the provision of a hosted electronic payments service.	
Reasons for the decision (continue on separate sheet or append relevant papers as necessary):	
<p>As an organisation that takes payments from individuals by debit / credit cards, the Council is required to meet the requirements of the Payment Card Industry Data Security Standards (PCIDSS). The most cost effective way of achieving this is by procuring a 'hosted' service, whereby the bulk of card information is held by the service provider. Effectively this means that the bulk of responsibility for meeting the Standards is transferred to the external provider.</p> <p>This service has been considered informally by Star Chamber and is built into the base budget and approved Revised Budget for the current year, as considered by Cabinet in January (and Council on 04 February). Procuring an external service allows savings in other related budgets during the current year – and these have already been built into the budget position. In future years, costs have been met from other existing budgets.</p> <p>The choice of service provider has been informed by existing suppliers and some market testing, but a full tender exercise is not required (see exception form attached).</p> <p>Should an external provider not be procured, the Council would have to invest heavily in both staff resource and capital terms, to ensure its own IT infrastructure is PCIDSS compliant. Furthermore, it would need to retest & update its infrastructure etc on an ongoing basis, as systems & other changes were introduced. This is impractical, expensive, and would not represent value for money.</p> <p>It is acknowledged that there may be opportunities for greater economies of scale should other Lancashire districts procure the service from Civica – and provision has been made in the contract to secure discounts accordingly.</p>	

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Is the decision URGENT Yes. Please delete as appropriate and give reasons for urgency below:

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.

**To be completed in the case of URGENT decisions*

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 AND SCRUTINY COMMITTEE PROCEDURE RULES)

SIGNATURE OF THE OVERVIEW AND SCRUTINY COMMITTEE CHAIRMAN:

Councillor Stuart Langhorn

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: Mark Cullinan

DATE: 6th February 2009

<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>		REF NO.	UB65
DATE DECISION TAKEN:	06/02/09	DATE RECEIVED BY DEMOCRATIC SERVICES:	06/02/09
DATE DECISION PUBLISHED:	06/02/09	IMPLEMENTATION DATE:	06/02/09

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