

Report to Cabinet
11 March 2020
Report of Director of place
Subject The award of contract for cash collections.

Item

16

KEY DECISION

Purpose

To consider the award of a contract for cash collections.

Recommendation

To delegate authority to the director of place in consultation with the portfolio holder for sustainable and inclusive growth to award a contract for cash collections for the period 01 April 2020 to 31 March 2024.

Corporate and service priorities

The report helps to meet the corporate priority great neighbourhoods, housing and environment

Financial implications

Cash collections currently cost approx. £120,000 for the on the on street pay and display machines and the off street car parks. These are financed through the on and off street enforcement budget.

Ward/s: All Wards

Cabinet member: Councillor Stonard - Sustainable and inclusive growth

Contact officers

Joanne Deverick – Transportation & network manager 01603 212461

Andy Watt – Head of city development 01603 212691

Background documents

None

Report

Background

1. Cash collections are required across the council in the following areas:
 - Parking services, on and off street collections including multi storey car parks
 - Finance, although the council is becoming increasingly 'cashless' there is still a limited requirement at City Hall
 - Leisure services, at the Norman Centre
2. A corporate cash collection contract was adopted by the council in 2013. The impact of cashless processes across the council has reduced the requirement with collections from City Hall and the Norman Centre being reduced from weekly to four weekly. Cashless payments for off street car parks should be rolled out in 2020/2021, and it is likely that the on street pay and display machines will also offer cashless payments within a similar timeframe. These introductions are anticipated to significantly reduce the contract value. The ability to future proof the contract and reduce the number of collections will be built in to the contract.

Value

3. The value of the contract is anticipated to be a maximum of £440,000 over the full four year term; however given the move to cashless payments options for parking it is expected that it will be significantly less. The contract will have annual breaks to allow for re-assessment of value for money services.
4. The budget is primarily met from parking services, with the cost of collections from on street pay and display ticket machines deducted from Norfolk County Council surplus.

Procurement process

5. It is proposed that the contract for cash collections is let under a framework, jointly run by Eastern Purchasing Organisation (ESPO) and Crown Commercial Services (CCS). The old framework has recently expired and a new one will be in place in April 2020.
6. The current timetable of cabinet meetings and the procurement timetable doesn't allow a report to cabinet identifying the winning supplier. The decision to award will be published as a key decision and therefore members will have the opportunity to review the decision in the usual way.

7.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report
Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	11 March 2020
Director / Head of service	Graham Nelson, Director of Place
Report subject:	The award of contract for cash collections
Date assessed:	24 February 2020

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract will ensure that it is value for money for the city council and will include clauses for price reductions when cash volumes drop
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Contract will ensure that it is value for money for the city council and will include clauses for price reductions when cash volumes drop
Negative
None
Neutral
None
Issues
None