

Report of: Finance and Asset Management Business Manager

To: Executive Board

Date: 6th November 2006

Item No:

Title of Report : Award of Contract for management and operation of a secure cash collection service to Oxford City Council.



Summary and Recommendations



Purpose of report: To request major project approval to award a contract for the management and operation of a secure cash collection service to Oxford City Council.


Key decision: YES

Portfolio Holder: Councillor Stephen Tall, Better Finances


 **utiny Responsibility:** Finance Scrutiny Committee

Ward(s) affected: All

Report Approved by:

 Councillor Stephen Tall, Better Finances


Mark Luntley, Strategic Director of Finance and Corporate Services

 ma Burson, Finance and Asset Management

Lindsay Cane, Legal and Democratic Services



Policy Framework: Oxford City Council Corporate Plan

 nsuring better and more efficient services

- Embed the procurement strategy



Recommendation(s):

That the Executive Board agrees to:

- 1. Grant major project approval for the management and operation of a secure cash collection service to Oxford City Council.**
- 2. To join the Thames Valley public sector framework agreement and use the contract awarded to Contract Security. This supplier was selected as a result of restricted tender process in accordance the EU procurement regulations. The Council is able to join the framework agreement for up to 5 years. The Council proposes to join the framework for 3 years with an option to extend for up to a further 2 years.**

1 Background

- 1.1 The Council spends approximately £110K a year to have the cash from the Car Parks, Leisure Centres and other locations securely collected and delivered to the banking cash processing centres outside of Oxford. The current contract is due to expire at the end of November 2006.
- 1.2 The current contract has worked well and the existing supplier is Contract Security already. They have provided a high quality and flexible service that has met the needs of the Council over the last 6 years. A new contract needs to be put in place and due to the contract value must be let using the EU procurement regime.

2 Tendering options and process

- 2.1 The Council could carry out a full OJEU tender process on its own account and put in place a new contract. This would take time and staff resources and a contract of this value may not attract efficient pricing.
- 2.2 Many local authorities are now working together and awarding contracts that can be used by other authorities, usually those within their own region. As a result of researching other local authority contracts we have found a recently awarded framework agreement that can be used by all authorities within the Thames Valley.
- 2.3 Council officers have checked the framework agreement for compliance with the EU procurement regime and the agreement provides the option for us to join the agreement for up to 5 years and agree flexible collection arrangements with the approved supplier.

- 2.4 The flexibility provided within this contract will support any changes from the Cash Office closure. The agreement also enables the Council to negotiate both changes to the cost and service throughout the life of the agreement.
- 2.5 The agreement pricing is in line with our current pricing and the joining the Thames Valley framework agreement will enable the Council to keep the expenditure for cash collection services within budget.

3 Legal Implications

- 3.1 There are no additional legal implications as this contract has been tendered in accordance with EU regulations.

4 Staffing Implications

- 4.1 There are no staffing implications. The service has been provided by an external contract for the last 6 years.

5 Other means of achieving this objective

- 5.1 There are no other means of achieving this objective. This is a specialist service which the Council needs to have in place.

6 Recommendation

- 6.1 Executive Board is asked to;

Grant major project approval for a new contract for the management and operation of a secure cash collection service.

Approve the Council joining the Thames Valley framework agreement for 3 years with the option to extend for up to a further 2 years.

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Background papers - Thames Valley Council's framework agreement for the management and operation of a secure cash collection service.

