

Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Andrew Crawford, Cabinet Member for Finance and Corporate Assets
Key decision?	Yes
Date of decision (same as date form signed)	5 May 2022
Name and job title of officer requesting the decision	Ben Watson, Exchequer & Procurement Manager
Officer contact details	Tel: 01235 422492 Email: ben.watson@southandvale.gov.uk
Decision	To award a call-off contract for merchant banking services to Barclaycard, using a Crown Commercial Services (CCS) Framework (RM6118), to commence as soon as possible and expire on 31 January 2026.
Reasons for decision	<p>The council's current merchant banking services contract with Global Payments was established many years ago and is no longer competitive. Attempts were made to move the contractual arrangements to the CCS Framework, but Global Payments did not engage in the process.</p> <p>The CCS Framework arrangements allow the council to direct award to any supplier on the Framework. The Barclaycard pricing under the Framework is considerably more competitive than the current Global Payments pricing. The fact South Oxfordshire District Council also uses Barclaycard doesn't bring any additional savings in cash terms but does bring some administrative efficiencies.</p> <p>The lifetime contract cost (which will be subject to demand) will be in the region of £100,000 (£25,000 per year). Forecast savings under the new arrangements (which will be subject to demand) are in the region of £100,000 per year.</p>
Alternative options rejected	<ol style="list-style-type: none"> 1. Remain with Global Payments under current contractual arrangements. This would not bring any savings and is therefore rejected 2. Undertake an open procurement process. A legally compliant procurement process has already been undertaken by Crown Commercial Services and the council is able to draw down on that

	Framework at no cost. Running an open procurement process would cost money in officer time and would not have the same scale (in terms of transaction volumes) as the CCS Framework and therefore would be unlikely to achieve the same level of savings			
Climate and ecological implications	Moving from one merchant banking provider to another does not bring any additional climate and ecological implications.			
Legal implications	The Crown Commercial Services Framework is a legally compliant route to market. This is subject to Legal having reviewed the framework and its terms.			
Financial implications	As identified above, the lifetime contract cost (which will be subject to demand) will be in the region of £100,000 (£25,000 per year). Forecast savings under the new arrangements (which will be subject to demand) against current spend are in the region of £100,000 per year. The actual level of savings will be influenced by changes in volume and costs of compliance with credit card security standards (PCI-DSS).			
Other implications	There are no other implications			
Background papers considered				
Declarations/ conflict of interest? Declaration of other councillor/ officer consulted by the Cabinet member?				
List consultees		Name	Outcome	Date
	Ward councillors	N/A		
	Legal legal@southandvale.gov.uk	Christine Cox	Points above to be addressed	8/4/22
	Finance Finance@southandvale.gov.uk	Kathy Merritt		
	Human resources hadminandpayroll@southandvale.gov.uk	N/A		
	Climate and biodiversity climateaction@southandvale.gov.uk	N/A		

	Diversity and equality equalities@southandvale.gov.uk	N/A		
	Health and safety healthandsafety@southandvale.gov.uk	N/A		
	Risk and insurance risk@southandvale.gov.uk	N/A		
	Communications communications@southandvale.gov.uk	N/A		
	Senior Management Team ExecutiveSupportS@southandvale.gov.uk			
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	No			
Has this been discussed by Cabinet members?	No			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature ____ Councillor Andy Crawford_____ Date ____ 21 April 2022_____			

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 5 May 2022	Time: 15:44
Date published to all councillors	Date: 6 May 2022	
Call-in deadline	Date: 13 May 2022	Time: 17:00

Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must hand-sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.
Tel. 01235 422520 or extension 2520.
Email: democratic.services@southandvale.gov.uk
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
 - refer the decision back to the Cabinet portfolio holder for reconsideration or
 - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
 - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:

- (a) to incur expenditure, make savings or to receive income of more than £75,000;**

- (b) to award a revenue or capital grant of over £25,000; or**
(c) to agree an action that, in the view of the chief executive or relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
- Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
 - Changes to the household waste collection policy (affects all households in the district)
 - Reviewing a housing strategy (could have a significant impact on residents in many wards)
 - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
 - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.