

## SHEFFIELD CITY COUNCIL

### EXECUTIVE DIRECTOR KEY DECISION RECORD

The following decision was taken on 12 July 2017 by the Executive Director, Resources.

Date notified to all members: Thursday 13 July 2017

The end of the call-in period is 4:00 pm on Wednesday 19 July 2017

Unless called-in, the decision can be implemented from Thursday 20 July 2017

#### 1. **TITLE**

Provision of Bill Payment Services

#### 2. **DECISION TAKEN**

(i) Delegate authority to Director of Finance & Commercial Services in consultation with the Director of Legal and Governance to terminate the Bill Payment Services contract with Co-operative Bank, prior to the full term of the contract;

(ii) delegate authority to Director of Finance & Commercial Services in consultation with the Director of Legal and Governance to vary the existing OSP Capita Partnership Agreement by adding the services of Bill Payment Selection, in accordance with the terms of the Agreement; and

(iii) delegate authority to Director of Finance & Commercial Services in consultation with the Director of Legal and Governance to take all other necessary steps not covered by existing delegations to achieve the outcomes outlined in the report.

#### 3. **Reasons For Decision**

Both PayPoint and Capita Software Services quoted for bill payment services – with Capita Software Services providing a quote with greater economic benefit through cheaper transactional costs overall and the avoidance of cost relating to integration with existing systems and additional savings on the maintenance costs. On this basis, the recommendation is to go with Capita Software Services.

Following approval of the proposal, we would look to place an order with Capita via the Capita Partnership arrangement. The intention being to arrange for the early termination of the existing arrangement with Co-op Bank and put in place the arrangement with Capita Software Services with effect from Autumn 2017.

The early termination of Co-op contract would not incur any additional costs. There would be a short window where transactional costs for both services would be

incurred but this is only on the items already within the Coop based system prior to the switch. We would not be paying for things twice.

4. **Alternatives Considered And Rejected**

Contact was made with both the Post Office and PayPoint to see if they would deal with us directly. We also contacted Capita Software Solutions, who are a reseller of this service.

Post Office confirmed do not deal directly with customers preferring to deal via resellers so the two key contenders are PayPoint and Capital Software Services.

5. **Any Interest Declared or Dispensation Granted**

None

6. **Respective Director Responsible for Implementation**

Executive Director, Resources

7. **Relevant Scrutiny Committee If Decision Called In**

Overview and Scrutiny Management Committee