

**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**FINANCE, INNOVATION and PROPERTY ADVISORY BOARD**

**24 September 2014**

**Report of the Director of Finance & Transformation**

**Part 1- Public**

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)**

**1 EXTENSION OF CASH COLLECTION CONTRACT**

**This report informs Members of considerations pertinent to the decision to extend the Council's current Cash Collection Contract for a further year.**

**1.1 Introduction**

1.1.1 On 10 January 2010 Canterbury City Council, as the lead authority, entered into a five year contract with Contract Security Services to provide cash collection services for the twelve Kent district councils. The contract is due to expire in January 2015 but does allow for two 12 month extensions.

1.1.2 In the four years that the contract has been in place Contract Security Services have provided an excellent service and a twelve month extension will provide the parties to the contract time to evaluate their options which include a further twelve month extension in 2016 to 2017 or to approach the market with a new tender.

1.1.3 The option to extend the contract for 12 months to 2016 was considered the best option by all 12 councils.

**1.2 Legal Implications**

1.2.1 The existing contract includes a provision for two 12 month extensions subject to the agreement of each Council and the contractor.

**1.3 Financial and Value for Money Considerations**

1.3.1 The existing contractor was the only one that could satisfy the requirements of the group when the contract was last tendered and as mentioned in para.1.1.1 they have provided an excellent service.

**1.4 Risk Assessment**

1.4.1 If the Council opts to break away from the group and seek alternative arrangements on its own, it would not benefit from the economies of scale

associated with the original contract and increased costs would be a high probability.

## 1.5 Equality Impact Assessment

1.5.1 See 'Screening for equality impacts' table at end of report

## 1.6 Recommendations

1.6.1 Members are asked to endorse the decision to extend the Council's current Cash Collection Contract for a further year.

The Director of Finance & Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Brian Courtney

Nil

Sharon Shelton

Director of Finance & Transformation

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		Not applicable.

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*