

Portfolio Holder decision record sheet

Name of decision maker:	Cllr Graeme Elliot
Portfolio:	Finance & Resources
Date of Portfolio Holder decision:	

Title of decision:	Approval of the award of contracts for Debt Recovery and Enforcement Agents
Part II:	No
Part II reason: part 1 and 2	

Background to report: (this will be sent to members in the initial notice email so they know the content of the decision)

The Council has tendered for Debt Recovery and Enforcement Agents in two lots:
 Lot 1 – Council tax and business rates enforcement (also including commercial rent or debt recovery; recovery of sundry debts including housing benefit overpayments; recovery of former tenant debt and repairs charges).
 Lot 2 – Traffic management warrant enforcement

The Council stated in the tender documentation that it would appoint a minimum of two enforcement agents per lot.

This decision is to approve the award of these contracts.

Decision made and reasons:

The contracts to be awarded are:

For Lot 1 to: Jacobs, Marston (Holdings) Limited, Rundle & Co Ltd
 For Lot 2 to: Jacobs, Marston (Holdings) Limited.

The initial contract period will be for three years, with an option to extend for a further two years.

There is a requirement for the Council to collect debts owed to it, including council tax, business rates, sundry debts and parking enforcement fines.

There have previously been separate arrangements for the revenues and parking services teams, but the requirements have been combined in a single tender in order to streamline the process.

There are separate lots to ensure that the differing requirements of each team are accounted for within the evaluation process.

Full details of the evaluation process for each lot is provided in the attached procurement report.

Reports considered: (here reference can be made to specific documents)

Procurement Report CPU00412 – Debt Recovery & Enforcement Agents (Part II report)

Officers/Councillors/Ward Councillors/Stakeholders consulted:

Group Manager (Revenues, Benefits & Fraud)
 Group Manager (Procurement & Contracted Services)
 Team Leader (Revenues)
 Team Leader (Parking Services)

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Monitoring Officer comments:

Officers should ensure than an appropriate service contract is agreed before the works commence.

Deputy Chief Financial Officer comments:

The award is to the highest scoring two bidders as a result of a standard DBC procurement process and tender evaluation and both of these winning tenders provide the best value for money of the tender bids received.

The cost of these contracts is within the existing approved budget.

Implications:

Risk: The Council could suffer reputational damage if the contractors do not act in accordance with legislation. This has been mitigated by the use of quality criteria within the evaluation, and will be further managed by ongoing contract management.

Value for money: The Council has carried out a compliant tender process using both price and qualitative criteria. This ensures that the Council does not look solely at the lowest priced tender, but takes into consideration other aspects of the requirement to ensure true value for money.
There is no direct cost to the Council for these contracts, as the enforcement agents collect their statutory fees directly from the debtors.

Options considered and reasons for rejection:

If no contract was awarded, then the Council would not have the ability to enforce debts, and there would likely be a shortfall in budgeted income.

Portfolio Holder's signature:

Date:

Details of any interests declared and any dispensations given by the Standards Committee:

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Date decision record sheet received from portfolio holder:

Date decision published: 08/03/19

Decision no: PH-010-19

Date of expiry of call-in period: 15-03-19

Date any call-in received or decision implemented: