


**NORTH LINCOLNSHIRE COUNCIL  
OFFICER DECISION NOTICE AND RECORD  
(PUBLISHED)**

<b>1. DECISION TAKEN</b>			
To approve the procurement of Enforcement and Debt Collection Services under the Rotherham Framework (RMBC).			
EXECUTIVE	√	NON-EXECUTIVE	
			(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)			Yes    No/
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?			Yes    No/
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)			

<b>2. OFFICER DECISION TAKER</b>	<p><b>NAME</b>                    Becky McIntyre</p> <p><b>POSITION/POST</b>    Director Governance and Partnerships</p> <p style="text-align: center;"></p> <p><b>SIGNATURE</b></p> <p><b>DATE</b>                    16 April 2019</p>
<b>3. REASONS FOR THE DECISION</b> (Please ref to any report/minute/background documents attached)	To approve the procurement of Enforcement and Debt Collection Services under the Rotherham Framework (RMBC). Current contracts have now ended and it is necessary for the Council to re-procure replacement contracts in order to remain compliant with the Public Contract Regulations 2015.
<b>4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))</b>	No alternative frameworks are available currently; running our own procurement would be time consuming and duplicate work already done for the RMBC framework.

*TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.*

<b>5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER</b>	<p><b>COUNCILLOR</b>    .....</p> <p><b>POSITION</b>        .....</p> <p><b>SIGNATURE</b>     .....</p> <p><b>DATE</b>             .....</p>
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<b>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO</b>	
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<p>THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN</p>	
<p>7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)</p>	

**PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.**

**WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CHURCH SQUARE, SCUNTHORPE FOR PUBLISHING.**

**(The definitions of a key decision are when an executive decision is likely -**

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

## Report of the Head of Financial Services

### NORTH LINCOLNSHIRE COUNCIL

#### Director of Governance and Partnerships

## PROCUREMENT OF ENFORCEMENT AND DEBT COLLECTION SERVICES

### 1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 The Council's current contracts for Enforcement and Debt Collection Services have ended, and there is need to procure replacements to remain compliant with the requirements of the Public Contract Regulations 2015.
- 1.2 The key points in this report are:
- The use of a Framework is proposed
  - As a joint procurement with NELC
  - For the Taxation and Benefits Shared Service
- 1.3 This is part of the Council's wider debt collection arrangements and ensures it collects the tax due to fund essential public services.

### 2. BACKGROUND INFORMATION

- 2.1 The Council currently contracts out its enforcement and debt collection services to three suppliers. The suppliers conduct enforcement and debt collection across the following areas:
- 2.1.1 Business Rates (NNDR)
  - 2.1.2 Council Tax
  - 2.1.3 Housing Benefits Overpayments
- 2.2 These contracts for Enforcement and Debt Collection Services have now ended and there is a need to re-procure replacements contracts in order that the Council remains compliant with the Public Contract Regulations 2015. To procure the replacement contracts, the Council intends to access the Rotherham Metropolitan Borough Council (RMBC) Enforcement & Debt Collection Services 16-049 Framework. A further competition will be run, inviting all ten suppliers that are on the framework, and an award criteria of 30% Cost and 70% Quality used, in line with the requirements of the framework.
- 2.3 The Council used an earlier version of this framework for the previous procurement. It is an essential element of the Council's debt collection arrangements, which helps to ensure that the Council maximises the

collection of income due. Enforcement agents are only used when all other avenues for the collection of debt have been exhausted.

- 2.4 The RMBC Framework is fully compliant with procurement processes being followed and is compliant with the Public Contracts Regulations 2015.
- 2.5 An Exception to the Contract Procedure Rules has been submitted alongside this report to access this Framework.
- 2.6 The Council is also procuring on behalf of North East Lincolnshire Council, due to the existing Revenue and Benefits Shared Service.
- 2.7 A project team has been established consisting of members of the Debt Management Team, in LTB, Procurement and Legal.

### **3. OPTIONS FOR CONSIDERATION**

- 3.1 The Council has considered accessing an alternative framework; however there are no alternatives available.
- 3.2 The Council has considered running an OJEU procurement, using the open procedure, however this would add unnecessary time to the project because bespoke terms and conditions would have to be developed, and the suitability of suppliers would have to be tested, both of which have already been done by RMBC.
- 3.3 The planned duration of the replacement contracts are 2 years, plus 2 x 12 month extensions, subject to satisfactory performance.
- 3.4 As now it is proposed that at least three enforcement companies are engaged providing options for work allocation.

### **4. ANALYSIS OF OPTIONS**

- 4.1 A successful outcome would lead to an economically advantageous contract and ensure the Council is able to recover as much of its outstanding debts as possible.

### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

- 5.1 The Council does not pay the enforcement and debt collection suppliers' costs, but pays the suppliers' VAT, which is recoverable. The fees chargeable by agents are set in legislation, and the income recovered returns to the Council.
- 5.2 The indicative VAT the Council will pay over the life of the contract is up to £350,000, depending on the level of debt collected. This is below the level which would qualify as a key decision. The Director of Governance and Partnerships has authority to take a delegated decision.

**6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

N/A

**7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

N/A

**8. RECOMMENDATIONS**

- 8.1 That the Council run a further competition under the Rotherham Metropolitan Borough Council Enforcement & Debt Collection Services 16-049 Framework to procure its replacement contracts for enforcement and debt collection services.

**HEAD OF FINANCIAL SERVICES**

Church Square House  
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Author: Amanda Holmes  
Date: 18<sup>th</sup> March 2019

**Background Papers used in the preparation of this report: None**