

<b>SUBJECT:</b>	<i>Exemption to Contracts Procedure Rules - Cash Receipting System</i>	
<b>REPORT OF:</b>	<i>Resources Portfolio Holder</i>	<i>Cllr Duncan Smith</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Finance</i>	<i>Rodney Fincham</i>
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<b>WARD/S AFFECTED</b>	<i>All</i>	

## 1. Purpose of Report

- 1.1 To report to Cabinet that an exemption to the Council's Contracts Procedure Rules has been granted by Management Team.

### RECOMMENDATION

That Cabinet note that Management Team have agreed an Exemption to the Council's Contracts Procedure Rules, to permit SBDC to join the CDC contract for a cash receipting system.

## 2. The Contracts Procedure Rules

- 2.1 The joint CDC / SBDC Contracts Procedure Rules set out the Council's approach to dealing with all aspects of Procurement. They state that:

*The Councils must comply with these Contracts Procedure rules at all times. However there are sometimes valid reasons why an exemption from one or more elements of these rules is required.*

*All exemptions must be formally approved by Management Team, and shall be reported to the next appropriate Cabinet meeting.*

## 3. Cash Receipting System Contract

- 3.1 CDC currently use the Civica Icon Cash Receipting System to process payments, and it is possible to renegotiate the terms of this contract.
- 3.2 As part of the Finance Shared Service Review, it was agreed that the Joint Finance Team would roll out a Cash Receipting System to SBDC.
- 3.3 Using the Civica Icon Cash Receipting System for both CDC and SBDC is the most appropriate solution at this time, as it is a low cost option and is quick to implement.
- 3.4 On 4th March 2015, Management Team therefore agreed an exemption from the requirement to obtain competitive tenders, so that the Councils could accept a single quote from Civica to provide the Icon Cash Receipting System to both CDC and SBDC. The intention is to roll out the Icon Cash Receipting System to SBDC by September 2015.

<b>Background Papers:</b>	None
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