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| Secure Cash Collection tender | 20/06/2017 |
| Corporate, Policy and Resources Committee – For decision | |

| Linkage to Council Strategy (2015-19) | |
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| Strategic Theme | Innovation and Transformation |
| Outcome | The Council will continuously examine and introduce ways to provide services in more accessible and efficient ways |
| Lead Officer | Chief Finance Officer |
| Cost: (If applicable) | Estimated £15k - £17k p.a. |

1.1 Background

At the inception of Causeway Coast and Glens Borough Council given the numerous locations of Council premises and the lack of local banking facilities in some areas a secure cash collection service was implemented in conjunction with Council's bank.

1.2 Detail

The current arrangement provides for a number of cash collections at nominated major Council locations with other sites bringing lodgements to these locations for collection. The collections were scheduled to coincide with the lodgement pattern of these sites. In addition Council does implement some additional collections for our seasonal sites during peak usage. There is a cost for this service which currently runs at approximately £12,000 p.a., current budgets do make provision for this. There are a number of benefits to using this type of service the main ones being a reduced risk to council staff from transporting significant sums of cash and the saving of staff time spent going to and from banking facilities possibly even having to queue during busy times. Typically this involves at least two staff for security reasons.

1.3 Future Requirements

The current arrangement has a number of deficiencies:

- This arrangement has been setup in conjunction with council's bank and has not therefore been subject to any competitive tender/quotation process
- Only a relatively small number of Council sites are covered by the arrangement
- Internal audit reports dealing with cash handling at a number of facilities have recommended that it be considered extending the collection service to these additional sites
- There has been identified a potential need for special one-off collections where a particular risk has been identified for which the current arrangement has no provision
- Additional seasonal sites would benefit from a cash collection service

It is fairly simple in terms of cost, there will be a cost per collection and the intention would be to make more collections available therefore the cost of this service will increase however the benefit gained from it will be at least two fold in terms of reduced risk to council staff and a reduction in the time council staff spend carrying out lodgement trips to and from banking facilities. Add to this the internal audit recommendations, our compliance with these will result in improved assurance statements, utilisation of a service such as this is primarily a risk management strategy.

Given the nature of what is being done I feel it is preferable to have consistency and stability in this service therefore a longer term contract should be considered.

1.4 Recommendation

It is recommended that council advertise a tender for a secure cash collection service for a 5 year period.