

Record of operational decision

Decision title:	Appointment of Covid Economic Recovery Plan – Love Going Out Locally payment card provider (allpay ltd) following completion of a procurement process
Date of decision:	2 December 2021
Decision maker:	Director of Economy and Place
Authority for delegated decision:	<p>Decision taken by Cabinet to approve the COVID 19 Recovery Plan on 24 June 2021: That authority be delegated to the Director of Economy and Place, Director Adults and Communities, Director Children and Families and Director of Public Health be authorised to take all operational decisions to implement recommendation including, but not limited to, the procurement and commissioning of the identified projects (as set out in the detailed action plan)</p> <p>http://councillors.herefordshire.gov.uk/ieIssueDetails.aspx?IId=50037702&PlanId=0&Opt=3#AI58109</p>
Ward:	Countywide
Consultation:	<p>The COVID Recovery Plan was approved by Cabinet on 24 June 2021 which provides funding of £6m to support economy, community wellbeing and organisational recovery. The plan provided an overview of the schemes for delivery, which included the “Love Going Out Locally’ scheme and all appropriate consultation was undertaken at this time.</p> <p>The Section 151 Officer has been consulted and supportive of the project.</p>
Decision made:	Following the outcome of the procurement quotation process undertaken in accordance with the council’s contract procedure rules to appoint allpay ltd (£122,850) to provide payment card services in support of the Love Going Out Locally (LGOL) project.
Reasons for decision:	<p>Covid 19 has had a significant impact on local businesses. The Covid 19 Recovery Plan identifies a range of measures the council will undertake in 2021/22 to support the soonest possible recovery. This includes a focus on encouraging people to buy locally, particularly in the run up to and over the Christmas period. This will support local businesses to recover, and safeguard local jobs.</p> <p>The council is looking to incentivise residents to spend locally on a wide range of activities, such as visiting local attractions, spending in independent retailers, trying a new activity, fitness or craft/ creative course, or eating out at local food and drink venues. We want to do this by inviting households to apply for a payment card that is pre-loaded with an amount of money which they will be able to spend at participating businesses within Herefordshire.</p> <p>The principle behind this approach is that it encourages people to spend in local businesses, catalysing recovery of the economy in some of the most impacted businesses, and it supports improved health and wellbeing.</p>

	<p>The council is looking to engage with a service provider to provide a payment card system that can deliver the council's set of requirements and ambitions for incentivising local spend.</p> <p>The scheme will invite each household in the county to apply for a payment card that is preloaded with an amount of funds. This card will then be available for use at any participating business within Herefordshire.</p> <p>The council has undertaken a procurement process to secure a specialised payment card provider (allpay ltd) to administer all payment card based elements of the scheme including:</p> <ol style="list-style-type: none"> 1. Receipt of verified card applications from the council and issuing of payment cards to qualifying households. 2. Ensuring spend is restricted to within Herefordshire at participating businesses and excludes certain business categories such as betting shops, off-licences, lottery and casinos. 3. Management of all queries and interactions with businesses and card holders. 4. Overall management of spend within the project financial parameters including any top up of issued cards and retrieval of unspent funds. 5. Reporting to the council on scheme and spend progress. <p>The payment card provider (allpay ltd) will be paid a fee (£122,850) for the management of the scheme and tasks outlined above.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>The Covid recovery plan budget allocation must be committed within the 2021/22 financial year. Failure to implement the project will result in missing an opportunity to increase local spend and a lack of take up of the range of council supported recovery initiatives.</p> <p>Procurement allpay ltd have been selected through a procurement process which was overseen by the council's commercial team and in accordance with the contract procedure rules.</p> <p>Risks The funds are only available for a limited period of time to support the delivery of the recovery plan and the LGOL project. The project needs to be implemented and funds committed by the deadline of 31st March 2022.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>The council could choose not to implement the project. However, it is part of the approved Covid Recovery Plan, it may lead to reduced local spend in Herefordshire businesses (threatening viability) and the available funds would be lost. The development of the project has considered the most appropriate routes to engaging with local residents and businesses, informed by previous experience and best practice.</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

I am an officer delegated to make the decision

Signed:

Print Name: Neil Taylor

Job Title: Director for Economy and Place