

Record of operational decision

Decision title:	Contract award to Oxygen Finance to provide a payment solution service to improve supply chain management
Date of decision:	22/12/2023
Decision maker:	Director of Resources and Assurance
Authority for delegated decision:	<p>The Directorate scheme of delegation (Corporate Centre) provides authority for the Chief Finance Officer to authorise payment facilities at para 129 and 159.</p> <p>The contract has one off Network Access fee on contract signature of £50k and a monthly service charge of £3k = annual value is £36k for a 5 year term. Total contract value of £230k. This value is within the authorisation limit for the decision maker under the financial procedure rules.</p>
Ward:	All Wards
Consultation:	Internal consultees
Decision made:	Oxygen Finance have been appointed to implement an early payment discount scheme for suppliers – we pay them in advance of the usual 30 day terms in exchange for a small discount which we share with Oxygen. The supplier gets the benefit of earlier cashflow.
Reasons for decision:	Oxygen’s Payment and Insight Solutions help public sector organisations improve their supply chain management, creating and delivering economic and social value to the local economies and communities they serve.
Equality Considerations	<p>Under section 149 of the Equality Act 2010, the ‘general duty’ on public authorities is set out as follows:</p> <p>A public authority must, in the exercise of its functions, have due regard to the need to –</p> <ul style="list-style-type: none"> a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. <p>15. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying ‘due regard’ in our decision making in the design of policies and in the delivery of services.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>If not introduced, businesses will miss out on an opportunity to benefit from discounts and earlier cashflow; this will be of particular benefit to smaller businesses.</p> <p>There is a £3k monthly minimum service charge payment to the supplier regardless of their performance/if they manage to save us any money per month on a 5 year contract (in addition to the access fee of £50k). The termination provisions in the contract stipulate that we would need to pay the balance of the contract should we wish to terminate for convenience.</p>

Details of any alternative options considered and rejected:	Oxygen Finance are the only supplier known to provide this specific solution, with discounts for large suppliers and free early payments for local businesses is unique.
Details of any declarations of interest made:	None

Signed: Andrew Lovegrove

Date: 18 January 2024

Job Title: Director of Resources and Assurance