



ADUR & WORTHING  
COUNCILS

**Record of Officer  
Executive Decision  
Ref. No: ADforO&S/012/24-25  
Date of Decision: 11 July 2024**

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

**Record of Decision:** ADforO&S/012/24-25 Payment Service Provider - Adur & Worthing Councils

**Decision taken by:** Director for Sustainability & Resources

**Declaration of Disclosable Pecuniary Interests:** I do not have a disclosable pecuniary interest, or conflict of interest.

**Delegated authority:**

Under 2.6.8 of the Scheme of Delegations, a Director has delegated authority to do all matters in relation to procurement and the letting of contracts after consulting with the Assistant Director for Finance and the Assistant Director for Legal & Democratic Services and in accordance with Contract Standing Orders.

**Decision:**

To award a contract for five years to Till Payments as the Councils payment service provider in relation to processing card transactions in relation to car parks and on-street parking machines.

**Key Decision:** Yes

**Reason For Decision:**

A procurement exercise was undertaken to have a supplier to undertake the processing of card transactions in relation to the council's car parks and the on street parking machines. The successful supplier was Till Payments. The award of the contract will be for 5 years and will make a saving to Adur and Worthing Councils as well as to West Sussex County Council.

**Alternative Options Considered:**

None

<b>Other Matters Considered:</b>			
Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health & Safety Issues	x		
<b>Consultation:</b>			
Confirmation of written consultation with the Cabinet Member for Regeneration (Worthing)			
Confirmation of written consultation with the Cabinet Member for Environment & Leisure (Adur)			
Confirmation of written consultation with the Cabinet Members for Finance for Adur & Worthing			
<b>Background Papers:</b>			
<b>None</b>			
<b>Contact Officer:</b>			
Jason Passfield Parking Services Manager			
jason.passfield@adur-worthing.gov.uk			
<b>Call-in:</b> The call-in deadline for this decision will be 5:00pm on 18 July 2024			

Signed:



Dated: 10th July 2024

Name: Paul Brewer

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