

Operational Decision Record

Publication Date: 23/12/2022	Decision Reference Number: 4808
Decision Title	
Income Optimisation Review of Fees and Charges	
Decision Value	
Up to £149,999	
Revenue or Capital Spend?	
Revenue	
Department	
Finance & Resources	
Contact Officer (Name, job title, and contact details)	
Paul Ritchie, Procurement Category Manager paul.ritchie@nottinghamcity.gov.uk	
Decision Taken	
<p>To authorise and commission consultancy services to carry out a review and implement the optimisation of income to the Council.</p> <p>To commission the services via a compliant framework e.g. ESPO, Crown Commercial Services.</p>	
Reasons for Decision and Background Information	
<p>Nottingham City Council have developed a balanced Medium Term Financial Strategy for 2022-2026.</p> <p>Optimising income is a key part of the strategy, which is broadly split in to two areas:</p> <ul style="list-style-type: none">▶ Fees and Charges - the recovery of costs for service delivery (unless there is an agreed policy objective to subsidise the service)▶ Commercial Income – optimising the income levels for services where income generation is the prime policy objective. <p>In addition to this there may be service areas where the prime objective is income optimisation, but are not (or unlikely to in the future) achieving full cost recovery, in these instances a review of the future of the service will be undertaken.</p> <p>The use of a compliant framework will ensure that the contract terms and conditions are favourable to the Council and in compliance with our Contract Procedure Rules.</p> <p>GDPR requirements have been completed with Information Governance and will form part of the contract terms and conditions.</p>	

Other Options Considered and why these were rejected
Deliver the review and implementation on an 'in-house' basis as internal resources are not available at this time to take this work on
Reasons why this decision is classified as operational
The value of the review is less than £150,000 and therefore in compliance with Contract Procedure Rules.
Additional Information
The funding associated with this decision will be met from the Resilience Reserve. The costs and associated funding will be captured within the regular reporting on the spend and associated outcomes relating to Recovery & Improvement aligned to Theme 1 – Medium Term Financial Strategy. Ceri Walters Head of Transformation Finance 12 September 2022
Decision Maker (Name and Job Title)
Clive Heaphy, Corporate Director of Finance and Resources 
Scheme of Delegation Reference Number
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Date Decision Taken
20/12/22