

Title of Report:	Cash Collection Services
Committee Report Submitted To:	Finance Committee
Date of Meeting:	11th September 2025
For Decision or For Information	For decision
To be discussed In Committee YES/NO	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them.
Lead Officer	Procurement Officer

Estimated Timescale for Completion	
Date to be Completed	

Budgetary Considerations	
Cost of Proposal	£ 66,000.00 (£22,000 pa)
Included in Current Year Estimates	YES/NO
Capital/Revenue	Capital
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 PURPOSE OF REPORT

- 1.1 To seek approval to appoint Pivotal as Councils supplier of cash collection services.

2.0 BACKGROUND

- 2.1 Council has used Pivotal for several years as its supplier of cash collection services.
- 2.2 A tender exercise was completed which returned no responses in April 2025, a second competition was completed in August to which Pivotal responded, no other submissions were received.
- 2.3 Council currently spends £ 22,000 per annum on cash collection from leisure centres and other council properties, the collection rates submitted have not changed from 2024/2025 rates at 45p per £100 for collection of notes and 45p per £100 for collection of coins, cash in transit charge remains unchanged at £20.91.
- 2.4 Contract as tendered is for 3 years to include, 2025/26, 2026/27 and 2027/8 with two optional performance based further extensions of 12 months.

3.0 RECOMMENDATION

- 3.1 **It is recommended that** Council approve the appointment of Pivotal to provide Cash collection services to council for a three-year period.