

EAST HERTS COUNCIL

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS

2014

OFFICER DECISION WRITTEN RECORD

Reference:	OD/(to be added by Democratic Services)
Subject Matter:	Framework Agreement with Worldwide Merchant Services UK
Date of Decision:	TBC
Exempt/Confidential information (Yes/No):	No
If Exempt/Confidential – reason why:	N/A
Name of Officer taking decision under delegated authority:	Benjamin Wood
Source of delegated authority (constitution/express delegation/etc):	Under Officer Delegations outlined in section 10 of The Council's Constitution, specifically: 10.6.12 Powers in relation to contracts and property: (a) contracts and property agreements to negotiate;
Exercise of delegated authority approved by: <i>(if different from Officer taking decision)</i>	N/A
Decision:	To enter into 12 month framework agreement with Worldline Merchant Services UK Limited to

Reference:	OD/(to be added by Democratic Services)
	process all credit and debt card based parking pay and display payments in East Herts car parks.
Reason(s) for Decision:	We intend to undertake a full procurement for a card payment merchant services in 2026. This is a short term framework for a maximum of 12 months to prepare for that process. This will enable us to continue taking card payments from all major credit and debit card providers for pay and display services in the meantime. The anticipated cost for the next 12 months will be up to £80,000, taken as a small fee on every card transaction.

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Details of alternative options, if any considered and rejected:	A mini competition was undertaken in the summer of 2025. There are only two providers on the market. The results of the mini competition indicate the need for a full procurement exercise to take place in 2026. Given the need to maintain pay and display income, it is crucial we continue to have a provider in place. This framework agreement gives us enough time to complete a procurement process whilst continuing with our incumbent provider.
Name of Officer who has confirmed with all Members involved in taking this decision whether they have pecuniary or non-pecuniary interest:	N/A
Name(s) of any Member who has removed himself/herself from contributing to this decision because of a conflict of interest:	N/A
Signature of Decision Maker (where decision is taken in consultation with a Member):	
Signature of Member consulted by Decision Maker (where decision is taken in consultation with a Member):	N/A

SIGNATURES TO BE REDACTED