

**INDIVIDUAL CABINET MEMBER DECISION-MAKING**

**RECORD OF DECISION**

**PART A**

<b>DETAILS OF REPORT</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Title of report</b>	<b>Gateway 2 – Contract Award Approval</b> Delivery/distribution supplier for awards under the Cost of Living Fund Local Welfare Assistance Scheme
<b>Decision-maker</b>	Cabinet Member for Communities, Equalities & Finance
<b>Earliest date when decision can be taken</b>	10 March 2023
<b>Key decision – Yes/No?</b>	Yes
<b>Date published on forward plan</b>	February 2023 and General Exception Notice
<b>Date sent to cabinet member</b>	2 March 2023
<b>Recommendation</b>	That the Cabinet Member for Communities, Equalities and Finance approve the awarding of the contract for appointment of a distribution supplier for grant awards made under the Cost of Living Fund Local Welfare Assistance Scheme to the registered charity, Family Fund Trading Limited (trading as Family Fund Business Services), for the period 4 March 2023 to 3 March 2025, with the option to extend for a further 24 months, at an estimated contract value over the maximum four years of £2.8 million

**ORIGINATING AUTHOR'S DETAILS***(Officers to complete this section prior to issuing to cabinet member)*

<b>Lead officer</b>	Dominic Cain - Director of Customer and Exchequer Services
<b>Report author</b>	Andrew Markham, Service Development Officer- -Support Services, Exchequer Services
<b>Contact Number</b>	020 7525 5081

**PART B**

*(Cabinet member to complete this section)*

**DECISION(S)**

As in report

**REASONS FOR DECISION**

As in report

**ALTERNATIVE OPTIONS  
CONSIDERED**

As in report

**REPRESENTATIONS RECEIVED**

None

**ADDITIONAL ADVICE RECEIVED**

N/A

**ANY INTERESTS DECLARED**

*Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.*

*Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.*

*If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.*

None

## DECLARATION

I approve/~~reject~~ the recommendations set out in the report.\*

~~or~~

I approved an alternative course of action set out in Part B.\*

~~or~~

I have referred this matter to the Full Cabinet for decision.\*

~~(\* Please delete as appropriate)~~



Signed

Dated 21/03/23

Cabinet Member for Communities, Equalities & Finance

Please return completed hard copy of the form to Constitutional Team, 160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7187.

### Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.