

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Gateway 2 Payment Services Contract
Decision-maker	Cabinet Member for Communities, Equalities and Finance
Earliest date when decision can be taken	17 April 2023
Key decision – Yes/No?	Yes
Date published on forward plan	April 2023. It was listed as a May 2023 decision so a General Exception Notice has been published.
Date sent to cabinet member	5 April 2023
Recommendation	That the Cabinet Member for Communities, Equalities & Finance approves the award of a contract for the council's income allocation and payment services to Capita Business Services Limited, through Kent County Supplies Framework Y20023, at an estimated annual cost of £925k for a period of four years commencing 28 April 2023, making the estimated total spend £3.7m .

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer	Dominic Cain
Report author	Catherine Gage
Contact Number	07902 370759

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 18/04/23

Cabinet Member

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.