



**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	Combined gateway 1 procurement strategy approval and gateway 2 contract award approval revenues and benefit processing capacity service
Decision-maker	Cabinet Member for Finance & Resources
Earliest date when decision can be taken	21 January 2011
Key decision – Yes/No?	Yes
Date published on forward plan	August 2010
Date sent to cabinet member	13 January 2010
Recommendation	<p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> 1. That the cabinet member for finance and resources ratifies the agreement to approve and enter into negotiations with a single supplier for the provision of a revenues and benefits processing capacity service. 2. That the cabinet member for finance and resources approves the award of the revenues and benefits processing capacity service contract to Capita from 24 January 2011 with full services commencing from 1 April 2011 running to 31 March 2014.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer (Name and job title)	Dominic Cain – Head of Client Services
Report author (Name and job title)	Fiona Ives
Contact Number	020 7525 7258

PART B
(Cabinet member to complete this section)

DECISION(S)

I agree the recommendations set out above.

REASONS FOR DECISION

The report identifies the reasons for the capacity service as the in-house provision builds its capacity.

ALTERNATIVE OPTIONS CONSIDERED

The report sets out other options, including other potential partners. It is clear from this that only Capital is in the position to carry out this work.

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

None

ANY INTERESTS DECLARED

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

Please refer to the definitions of personal and prejudicial interests in the members' code of conduct. If members are still unsure as to whether an interest is personal or prejudicial they should contact the governance team for advice.

None.

DECLARATION

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

or

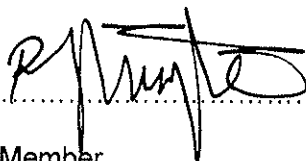
~~I approved an alternative course of action set out in Part B.*~~

or

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

(* - Please delete as appropriate)

Signed



Dated

21 JANUARY 2011

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.

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.

