

Decision Recording Form

Title	Appointment of Capita to assess a planning application on Ipswich Garden Suburb for Phase 3B (Henley Gate)	Decision Maker	Chief Executive
Date of decision	21.8.2023	Source of authority	Part 3, Section 5, Paragraph 9.1 of the Constitution
Date of Publication			Part 3, Section 7, Paragraph 2.12 of Contract Standing Orders Part 3, Section 7, Paragraph 3.10 of Contract Standing Orders.

Background and Reason for decision

A decision has been made to award the contract for the sum of £15,520 to carry out the processing of the planning application for Phase 3B on Henley Gate (Ipswich Garden Suburb) to Capita Limited and to exempt the award from Contract Standing Orders (CSOs) due to the following reasons (in line with Part 3, Section 7, Part 3.10):

- The contract to be awarded does not exceed the relevant PCR2015 threshold;
- It is economically in the best interests of the Council

Background:

The contract to process the planning application for Phase A of Henley Gate (Ipswich Garden Suburb) was awarded to Capita Limited. It is economically in the best interests of the Council to award the contract to process the planning application for Phase B of the development on the basis that Capita already have a working knowledge of the development and to ensure there is continuity and efficiencies in awarding the contract to Capita Limited

Internal Consultees: Procurement Team, Finance Team and Legal Team

Conflict of interest	Not applicable.	Relevant Portfolio(s)	Planning & Museums
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ALL WARDS		Use a Y in this box if all wards are affected		Use a Y in the table below to mark the wards affected if not all wards					
NW		NE		CENTRAL		SW		SE	
Castle Hill		Bixley		Alexandra		Bridge		Gainsborough	
Whitton	Y	Rushmere	Y	St Margaret's	Y	Gipping		Holywells	
Whitehouse		St John's		Westgate		Sprites		Priory Heath	
						Stoke Park			

Once complete the Decision Maker must send this form and any background documentation for publication to Monitoring.officer@ipswich.gov.uk

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