

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Adults and Health		
Contact person:	Karla Gallon	Telephone number: 07595 218249	
Subject²:	47610 – Supply of Linen Hire and Laundry Services – Year Two Extension		
Decision details³:	What decision has been taken?		
	<p>On the back of a previous decision D54482 and agreed budgetary provision at £160k per annum, the Deputy Director of Social Work and Social Care Services has approved:-</p> <ul style="list-style-type: none"> • The request to extend the existing Laundry and Linen service contract at an increase of 5.84% Textile Services Cost Index (TSCI) for the final 12 months of the contract. 		
	<p>A brief statement of the reasons for the decision</p> <p>For safe and effective service delivery, the final year contract extension and price increase to year two in line with TSCI at 5.84% has been approved.</p>		
<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A withdrawal of service would result in the regulated services being unable to launder linen for 206 care home and nursing home beds. Infection prevention and control measures are fundamental requirements when delivering such activities. Returning this service to in-house provision is forecasted to significantly increase costs and would require recruitment to six Laundry Assistant positions and the purchasing of all stock currently provided under this contract.</p>			

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

Affected wards:	Rothwell, Morley, Otley and Yeadon, Beeston and Holbeck		
Details of consultation undertaken⁴:	The Executive Member was briefed.		
	Ward Councillors		
	Chief Digital and Information Officer ⁵ N/A		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others - finance		
Implementation	Officer accountable, and proposed timescales for implementation		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ Shona McFarlane, Deputy Director of Social Work and Social Care Services, The Directorate of Adults and Health		

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.

	<p>Signature</p> <p><i>Shona McFellie</i></p>	<p>Date</p> <p>22/4/24</p>
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