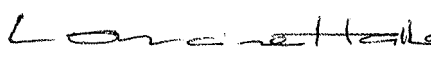


Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

| | |
|---|--|
| LEAD DIRECTOR ⁱ : | Alan Gay |
| SUBJECT ⁱⁱ : | Request to extend and vary the provision of the Learning and Development Framework to Leeds City Council. Request to invoke Contract Procedural rule 21 – extensions and variation |
| DECISION DETAILS ⁱⁱⁱ : | <p>To approve the 12 month extension of the Learning and Development Framework provided by QA Limited as per the option in the current contract. The extension period is from 1 July 2015 to 30 June 2016.</p> <p>To approve the variation of contract to increase the maximum number of attendees on agreed courses. This will reduce the cost per delegate and potentially save £10K over the next 12 months.</p> |
| TYPE OF DECISION: | <p><input type="checkbox"/> Key Decision (Executive)</p> <p>Is the decision eligible for call-in?^{iv} <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the decision exempt from call-in?^v <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive^{vi}- not subject to call-in)</p> <p><input type="checkbox"/> Administrative Decision (Council or Executive^{vii}- not subject to publication or call-in)</p> |
| NOTICE ⁱⁱⁱ / CALL-IN (KEY DECISIONS ONLY): | <p>Date the decision was published in the List of Forthcoming Key Decisions: 8 April 2015</p> <p>If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-</p> |
| AFFECTED WARDS: | None |

| | | | |
|---|--|---|--|
| DETAILS OF CONSULTATION UNDERTAKEN: | Executive Member | Date consulted: | Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No |
| | Ward Councillor | Date consulted: | Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No |
| | Others (please specify:) dispensation:) | Date consulted: | Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No |
| CAPITAL INJECTION APPROVAL REQUIRED: | Injection approval required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below) | | |
| CAPITAL INJECTION APPROVAL | (Name:) | Capital Scheme Number: XXXXX / XXX / XXX | |
| CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY) | Contract Reference Number | Contract Title | |
| | DSIN-93V8KS | Learning and Development Framework for Leeds City Council | |
| | | Supplier | QA Limited |
| IMPLEMENTATION (KEY DECISIONS ONLY) | Officer accountable for implementation: Graham Sephton, Senior HR Officer | | |
| | Timescales for implementation: 30 June 2015 | | |
| CONTACT PERSON: | Kirsty Haynes | Telephone number: 0113 2474157 | |
| DECISION MAKER / AUTHORISED SIGNATORY ^{xiii} : |  (Name: Lorraine Hallam, Chief Officer HR) | Date: 6 May 2015 | |

; The Leader of the Council may also make executive decisions and should be specified as the Lead Director
IJVhere appropriate.

ⁱ A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming
f(ey Decisions, the title of the decision should be the same as that used in the List.

ⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision,
options considered and the reason for deciding on the chosen option, although care must be taken not to
disclose any confidential or exempt information.

^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for
call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a
decision which has been modified by the decision maker following a recommendation by a Scrutiny Board
after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the
report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify
decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to
te connected Key decision in the decision details (either by the title or the reference number).

^{vii} Administrative Decisions do not need to be published on the Council's website but this form may be used
for internal recording of the decision.

^{viii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the
decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether
pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other
interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the
matter should also be recorded here.

^x This may include other elected Members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as
appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number
sthat you can be contacted from outside the Council.

^{xiii} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the
relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory.
For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content
that the decision should be taken. However, should representations be received following public availability
of reports the signatory will consider the effect which such representations should have on the final decision.

