


## 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 will 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:	Director of City Development
SUBJECT:	Vending of Sports Nutritional products
DECISION DETAILS:	The Chief Officer Culture and Sport has agreed to waive Contracts Procedure Rule No 3.1.15 (Requirement to use the Council's standard tender documents for the procurement of appoint the following companies to provide vending services) and 8.1 & 8.2 (Intermediate Value Procurements) in order to appoint the contract for the vending of Sports Nutrition Products to the Leeds based company 'Nutrition2Go'.
TYPE OF DECISION:	<input type="checkbox"/> Executive decision (Key) Is the decision eligible for call-in? <sup>i</sup> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the decision exempt from call-in? <sup>ii</sup> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive <sup>iii</sup> – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive <sup>iv</sup> – not subject to publication or call-in)
NOTICE/ CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions:  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:-  If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-
AFFECTED WARDS:	All

DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member Cllr Lisa Mulherin	Date consulted: 28.07.15	Interest disclosed? <sup>v</sup> <input type="checkbox"/> Yes (Date of dispensation: ) <input checked="" type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No
	Others <sup>vi</sup> (please specify: ) Staff and Service Users	Date consulted: Various	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name: ) (Title: )	Capital Scheme Number: XXXXX / XXX / XXX  Date:	
IMPLEMENTATION (KEY DECISIONS ONLY)			
CONTACT PERSON:	Richard Jones	Telephone number 0113 3952377	
DECISION MAKER / AUTHORISED SIGNATORY <sup>vii</sup> :	 (Name: C Macpherson )	Date: 3.8.15	

<sup>i</sup> 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.

<sup>ii</sup> 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 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>iii</sup> If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

<sup>iv</sup> Administrative Decisions do not need to be published on the Council's website but this form may be

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used for internal recording of the decision.

<sup>v</sup> 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.

<sup>vi</sup> This may include other elected Members, officers, stakeholders and the local community.

<sup>vii</sup> 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.