

REQUEST TO ADD A KEY DECISION TO THE 'LIST OF FORTHCOMING KEY DECISIONS'

SUBJECT / TITLE: <i>(please use no more than 20 words)</i>	Notification for the Authority to Procure a New Contract for the Supply of Liquefied Fuel.
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REASON WHY THE DECISION IS CLASSED AS A KEY DECISION	
Incurring expenditure or savings over £250,000?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Outcome will have a significant effect on communities living in an area comprising one or more wards?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please list the relevant Wards:

WHO WILL MAKE THE DECISION	
Decision maker ¹ :	Chief Officer, Civic Enterprise Leeds
Expected date of decision ² :	Between 12 th and 16 th October 2015

LEAD / CONTACT OFFICER DETAILS ³	
Name of Lead Officer:	Terry Pycroft
Job title of Lead Officer:	Head of Fleet
Telephone number of Lead Officer <i>(if provided this will be published on the Council's website):</i>	00132 3781440

DESCRIPTION OF THE DECISION REQUIRED ⁴ :	To Approve the Authority to Procure Report to put in place a new contract for the supply of Liquefied Fuel.
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¹ This must be a Director named in Article 12 of the Constitution, or the Executive Board. Please give the job title rather than the name of the officer.

² This date must be at least 28 clear calendar days after the decision has been added to the List, unless you are using the general exception provisions outlined in the Executive and Decision Making Procedure Rules in Part 4 of the Constitution. You must choose a specific meeting date if the proposed decision is being made by the Executive Board.

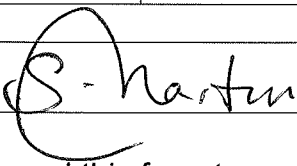
³ The Lead Officer should be familiar with the details of the decision and may be contacted by members of the public or Councillors for further information or to provide copies of the documents to be considered as and when they become available.

⁴ If any details of the decision are confidential or exempt, then you should outline the particulars of the matter without including such information. The description should also include a further explanation of why the decision is Key e.g. the value of the decision and / or a description of the impact on communities.

DOCUMENTS TO BE CONSIDERED BY THE DECISION MAKER⁵:	1. Signed DDN 2. Authority to Procure Report
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PROPOSED CONSULTATION	
Consultation process:	Not Applicable
List of consultees:	Not Applicable

EXECUTIVE BOARD DECISIONS ONLY	
Relevant Executive Member Portfolio ⁶ :	

Chief Officer's signature:		Date: 09.09.2015
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Once completed please send this form to your Directorate contact for publishing.

⁵ Please note that these documents only need to be listed and do not need to be provided at this stage. At the very least this list should include a report to the decision maker.

⁶ Please refer to Part 3 Section 3B of the Constitution for an overview of the roles and responsibilities of each Executive Member and insert the relevant portfolio title here e.g. 'Leader of Council', or 'Leisure and Skills'. If the proposed decision is being made by a Director this step is not necessary.