


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:	To award the contract for The Supply of Cold Drinks and Snacks to 'Palmer and Harvey'.		
DECISION DETAILS:	<p>The Chief Officer for Culture and Sport approves:</p> <ul style="list-style-type: none"> • The awarding of the contract for the supply of cold drinks and snacks to Palmer and Harvey. 		
TYPE OF DECISION:	<input type="checkbox"/> Council function (not subject to call-in) <input type="checkbox"/> Executive decision (Key) Is the decision eligible for call-in? ⁱ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the decision exempt from call-in? ⁱⁱ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Executive decision (Significant Operational ⁱⁱⁱ – not subject to call-in)		
NOTICE/ CALL-IN (KEY DECISIONS ONLY):	<p>Date the decision was published in the List of Forthcoming Key Decisions:</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:	All		
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member Cllr Lisa Mulherin	Date consulted: 23.07.15	Interest disclosed? ^{iv} <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 ^v (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)	Officer accountable for implementation Timescales for implementation ^{vi}		
CONTACT PERSON:	Richard Jones	Telephone number 0113 3952377	
DECISION MAKER / AUTHORISED SIGNATORY ^{vii} :	 (Name: Cluny Macpherson)	Date: 8.12.15	

ⁱ 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.

ⁱⁱ 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.

ⁱⁱⁱ If the decision would have been a Key decision but for an exception set out in Article 13.2.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

^{iv} 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.

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

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

appropriate.

^{vii} 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.