Delegated Decision Notification (DDN)

Lead director ⁱ :	The Director of Environment and Housing			
Subject ⁱⁱ :	Request to waive contracts procedure rules in respect of the procurement of			
	security services at the Leeds Reggae and Carnival events.			
Decision detailsiii:	The Chief Officer Parks and Countryside agreed to the approval to waive			
	Contract Procedure Rule no. 8.1 and 8.2 with regard to selecting the most			
	appropriate company to provide security at the Leeds Black Music Festival and			
	Leeds West Indian Carnival.			
Type of	Key decision (executive)			
decision:	Is the decision eligible for call-in? ^{iv}			
	Is the decision exempt from call-in? ^v Yes No			
	Significant operational decision (council or executive ^{vi} – not subject to call-			
	in)			
	call-in)			
Notice ^{viii} or call-	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			
oniy).				
	If exempt from call-in, the reason why call-in would prejudice the interests of the			
Affected wards:	Chapel Allerton and Gipton & Harehills			
	-	-		
Details of	Executive Member	Date consulted:	Interest disclosed? ^{ix}	
			_	
undertaken:	Ward Councillor	Date consulted:		
	Others ^x please	Date consulted:		
	•		_	
	- 1, ,) ,			
Notice ^{viii} or call- in (key decisions only): Affected wards: Details of consultation undertaken:				

Capital injection				
approval	Injection approval required? 🗌 Yes 🖂 No			
required:	(If yes, you must complete the Approval box below)			
•				
Capital		Capital scheme number:		
Injection		XXXXX / XXX / XXX		
approval	Name:	N/A		
	Title:	Date:		
Contract details	Contract reference number	Contract title		
(procurement		Security Services at Leeds West		
decisions only)		Indian Carnival and Leeds Black Music Festival		
		Supplier		
		Darkside Security		
		29 Chandos Fold		
		Leeds LS8 1QE		
Implementation	Officer accountable for implementation			
(key decisions				
only)	Timescales for implementation ^{xi}			
Contact person:	Sam Sole	Telephone number ^{xii} : 3957400		
Decision maker		Date:		
or authorised	0 1	27/07/2016		
signatory ^{xiii}	Soften			
	Name: Sean Flesher: Chief Officer			
	Parks and Countryside			

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. 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.

^{III} 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 or 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 13.4(b), please refer to the 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.

* 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 so that 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.