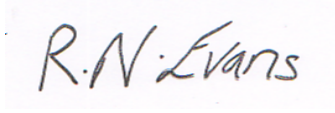


## Delegated Decision Notification (DDN)

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.

<b>Lead director<sup>i</sup>:</b>	Director of Environment and Housing
<b>Subject<sup>ii</sup>:</b>	Housing ICT Solutions
<b>Decision details<sup>iii</sup>:</b>	<p>The Director of Environment and Housing approved the award of a contract to Civica UK Limited for the supply of a new suite of housing ICT solutions, for the period 30th January 2017 to 29th January 2024 (7 years) and with the option to extend by a further 3 periods of 12 months (3 years). The Tendered Sum is £2,316,664 which includes initial implementation costs and ongoing maintenance cover over the initial period of 7 years. For the avoidance of doubt, this total excludes third party costs and Leeds City Council Costs of Ownership (hardware and associated support) which were included in the price submission to ensure evaluation was carried out on a like for like basis.</p> <p>Appendices A, B and C contain exempt information under the Access to Information Rule 10.4 (3). It contains commercially sensitive information including details of tenderers' submissions and the Council's evaluation of such submissions, where the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
<b>Type of decision:</b>	<p><input type="checkbox"/> Key decision (executive)</p> <p>Is the decision eligible for call-in?<sup>iv</sup>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Is the decision exempt from call-in?<sup>v</sup>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Significant operational decision (council or executive<sup>vi</sup> – not subject to call-in)</p> <p><input type="checkbox"/> Administrative decision (council or executive<sup>vii</sup> – not subject to publication or call-in)</p>
<b>Notice<sup>viii</sup> or call-in (key decisions only):</b>	Non applicable
<b>Affected wards:</b>	All

<b>Details of consultation undertaken:</b>	<b>Executive Member</b> Cllr Coupar Cllr James Lewis	<b>Date consulted:</b> 14/12/2016 14/12/2016	<b>Interest disclosed?<sup>ix</sup></b> <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
	<b>Others<sup>x</sup> please specify:</b> Executive Board	<b>Date consulted:</b> 10 <sup>th</sup> February 2016	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
<b>Capital injection approval required:</b>	Injection approval required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
<b>Capital Injection approval</b>	<b>Name:</b> Richard Ellis <b>Title:</b> Head of Financial Management - Environment & Housing		<b>Capital scheme number:</b> 32033/DD6/000  <b>Date:</b> 10 <sup>th</sup> February 2016
<b>Contract details (procurement decisions only)</b>	<b>Contract reference number:</b> DN198087	<b>Contract title:</b> Housing ICT Solutions	
		Supplier: Civica UK Limited	
<b>Implementation (key decisions only)</b>	Non- applicable		
<b>Contact person:</b>	Richard Ellis		Telephone number <sup>xi</sup> : 0113 3787814
<b>Decision maker or authorised signatory<sup>xii</sup>:</b>	 Name: Neil Evans, Director of Environments and Housing		Date: 13 <sup>th</sup> January 2017

<sup>i</sup> The leader of the council may also make executive decisions and should be specified as the lead director

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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 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.

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.

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

xi 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.

xii 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.