




## 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>	The Head of Elections, Licensing & Registration		
<b>Subject<sup>ii</sup>:</b>	Call-off contract against LCCITS160016: Scanning Services Framework		
<b>Decision details<sup>iii</sup>:</b>	<p>The Head of Elections, Licensing &amp; Registration approved the placing of a call-off contract for Registrars against the Scanning Services Framework. The Framework has been awarded to Box-it Document Solutions.</p> <p>The value of the call off contract is £165,384.32.</p>		
<b>Type of decision:</b>	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive <sup>vii</sup> – not subject to publication or call-in)		
<b>Notice<sup>viii</sup> or call-in (key decisions only):</b>	<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>		
<b>Affected wards:</b>	N/A		
<b>Details of consultation undertaken:</b>	Executive Member	Date consulted:	Interest disclosed? <sup>ix</sup>
	Councillors involved in the consultation for the procurement exercise.		<input type="checkbox"/> Yes Date of dispensation:
	Cllr Lewis	9 <sup>th</sup> May 2016	<input checked="" type="checkbox"/> No
	Cllr Coupar		
	Ward Councillor	Date consulted:	Interest disclosed?
	N/A		<input type="checkbox"/> Yes Date of dispensation:
			<input type="checkbox"/> No

	Others <sup>x</sup> please specify:    Date consulted:    Interest disclosed? Information <input type="checkbox"/> Yes Date of dispensation: Management Board    2 <sup>nd</sup> July 2016 <input checked="" type="checkbox"/> No Digital Information Project Board    May 2016				
<b>Capital injection approval required:</b>	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)				
<b>Capital Injection approval</b>	<table border="1"> <tr> <td>           Name:            Title:         </td><td>           Capital scheme number:            Date:         </td></tr> </table>	Name: Title:	Capital scheme number: Date:		
Name: Title:	Capital scheme number: Date:				
<b>Contract details (procurement decisions only)</b>	<table border="1"> <tr> <td>           YORtender Contract Ref No. : DN199699            (Historical Ref No. : AAAK-5KI03Y)         </td><td>           Contract title:            LCCITS160016: Scanning Services Framework (4 Years)         </td></tr> <tr> <td></td><td>           Supplier:            Box-It Documents Solutions Ltd            Winnall Down            Alresford Road            Winchester            Hampshire            SO21 1FP         </td></tr> </table>	YORtender Contract Ref No. : DN199699 (Historical Ref No. : AAAK-5KI03Y)	Contract title: LCCITS160016: Scanning Services Framework (4 Years)		Supplier: Box-It Documents Solutions Ltd Winnall Down Alresford Road Winchester Hampshire SO21 1FP
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<b>Implementation (key decisions only)</b>	Officer accountable for implementation Kirsty Winspear  Timescales for implementation <sup>xi</sup> By 7 <sup>th</sup> April 2017				
<b>Contact person:</b>	<table border="1"> <tr> <td>           Steve Coupe, Chief Superintendent            Registrar         </td><td>           Telephone number: 07891 279967         </td></tr> </table>	Steve Coupe, Chief Superintendent Registrar	Telephone number: 07891 279967		
Steve Coupe, Chief Superintendent Registrar	Telephone number: 07891 279967				
<b>Decision maker or authorised signatory<sup>xii</sup>:</b>	<table border="1"> <tr> <td>             Name: John Mulcahy         </td><td>           Date: 29 March 2017         </td></tr> </table>	 Name: John Mulcahy	Date: 29 March 2017		
 Name: John Mulcahy	Date: 29 March 2017				

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

<sup>ii</sup> A brief title should be inserted here. If the decision is key and has appeared on the list of forthcoming key

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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 include proposed timescales for commencement and / or completion of implementation as appropriate.

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.