


## 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 Adults & Health
<b>Subject<sup>ii</sup>:</b>	Interim Waiver Report for Moving and Handling Training from 5 <sup>th</sup> November 2017 to 4 <sup>th</sup> November 2018.  Waiver of Contract Procedure Rules (CPR's) 8.1 and 8.2 using the authority set out in CPR 1.3 to award a contract for the delivery of services commissioned by Adults & Health.
<b>Decision details<sup>iii</sup>:</b>	The Director of Adults & Health approved the recommended to waive Contract Procedure Rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award a contract to Workfit, the established moving and handling provider, for the provision of training for a range of moving and handling related specialisms for a period of 12 months to give time to explore a full procurement exercise jointly with LCH.  The contract shall commence on 5 <sup>th</sup> November 2017 and expire on 4 <sup>th</sup> November 2018. The Senior Organisational Development officer will implement this decision directly after it has been taken.
<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 type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input 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>	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 reason why it would be impracticable to delay the decision:  If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:
<b>Affected wards:</b>	All

<b>Details of consultation undertaken:</b>	Executive Member Cllr Rebecca Charlwood via Members Brief	Date consulted: 24 <sup>th</sup> July 2017	Interest disclosed? <sup>ix</sup> <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor N/A	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others <sup>x</sup> please specify:	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
<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>	Name: Title:	Capital scheme number: XXXXX / XXX / XXX Date:	
<b>Contract details (procurement decisions only)</b>	Contract reference number	Contract title	
		Supplier	
<b>Implementation (key decisions only)</b>	Officer accountable for implementation Senior Organisational Development Officer, Adults & Health Timescales for implementation <sup>xi</sup> 5 <sup>th</sup> November 2017		
<b>Contact person:</b>	Kath Waring, Senior Organisational Development Officer	Telephone number <sup>xii</sup> : 0113 3785086	
<b>Decision maker or authorised signatory<sup>xiii</sup>:</b>	Name: SHONA MCFARLANE 	Date: 4 <sup>th</sup> September 2017	