## **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 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.

LEAD DIRECTOR <sup>i</sup> :	Director of City Development			
SUBJECT":	Leeds City Council Apprenticeship Training providers Framework Awards.			
DECISION				
DETAILS:::	The Chief Officer Employment and Skills authorised:			
	<ul> <li>the award of framework contracts for the delivery of apprenticeship training for Council employees, funded through the Apprenticeship Levy</li> </ul>			
	<ul> <li>that each provider appointed to the Framework will be eligible, but not entitled, to receive annual call-off contracts to deliver training for specific Lots as set out in Confidential Appendix 1.</li> </ul>			
	The government levy is taken at 0.5% of the Council payroll bill (c2.6m per annum). The levy will be returned to a digital account that providers on the framework will access to fund training subject to successful delivery and end point assessment.			
TYPE OF	⊠ Key Decision (Executive)			
DECISION:	Is the decision eligible for call-in?i  ✓ Yes ☐ No			
	Is the decision exempt from call-in? <sup>v</sup> Yes  No			
	☐ Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-			
	in)			
	☐ Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication			
	or call-in)			
NOTICEviii / CALL-	Date the decision was published in the List of Forthcoming Key Decisions:			
IN (KEY	14 August 2017			
DECISIONS	If not on the List of Forthcoming Key Decisions for at least 28 clear days, the			
ONLY):	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:-			
AFFECTED				
WARDS:	ALL			

CONSULTATION UNDERTAKEN:   Respources and 2017   No   No   Employment, Skills and Opportunity   Ward Councillor   Date consulted:   Interest disclosed?   Yes (Date of dispensation: )   No   Others* (please period)	DETAILS OF	Executive Members	Date consulted:	Interest disclosed?ix		
Employment, Skills and Opportunity  Ward Councillor Date consulted: Interest disclosed?  Yes (Date of dispensation: )  No  Others* (please Date consulted: Interest disclosed? yes (Date of dispensation: )  Legal Officer No  Finance Officer Procurement Officer  CAPITAL INJECTION Injection approval required? Yes No APPROVAL REQUIRED:  CAPITAL INJECTION (Name: ) XXXXX / XXX / XXX  APPROVAL (Title: ) Date:  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  IMPLEMENTATION Officer accountable for implementation Head of Project and Programmes, Employment and Skills.  Timescales for implementation <sup>14</sup> October 2017 to September 2020  CONTACT PERSON:  DECISION MAKER / AUTHORISED  AuthoriseD  AuthoriseD  AuthoriseD  Date: 5 October 2017	CONSULTATION	Strategy and	May and Septeml	ber		
Employment, Skills and Opportunity  Ward Councillor Date consulted: Interest disclosed?  Yes (Date of dispensation: )  No  Others* (please Date consulted: Interest disclosed? Specify: ) May 2017 Yes (Date of dispensation: )  Legal Officer No  Finance Officer Procurement Officer  CAPITAL INJECTION Injection approval required? Yes No APPROVAL REQUIRED:  CAPITAL INJECTION (Name: ) XXXXX / XXX  INJECTION (Name: ) Date:  CONTRACT DETAILS (PROCUREMENT) DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  IMPLEMENTATION Officer accountable for implementation Head of Project and Programmes, Employment and Skills.  Timescales for implementations' October 2017 to September 2020  CONTACT PERSON:  DECISION MAKER / AUTHORISED  Employment disclosed?  Yes (Date of dispensation: ) No  No  Yes (Date of dispensation: ) No  No  Total Capital Scheme Number:  Capital Scheme Number:  Capital Scheme Number:  Capital Scheme Number:  Date: 5 October 2017  Telephone number®:07712 214341	UNDERTAKEN:	Respources and	2017	⊠ No		
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Uthers* (please Date consulted: Interest disclosed? specify: ) May 2017		Ward Councillor	Date consulted:	Interest disclosed?		
Others* (please specify: ) May 2017				☐ Yes (Date of dispensation: )		
specify: ) May 2017				☐ No		
Legal Officer Finance Officer Procurement Officer  CAPITAL INJECTION Injection approval required? Yes No APPROVAL REQUIRED:  CAPITAL INJECTION (If yes, you must complete the Approval box below)  CAPITAL INJECTION (Name: ) XXXXX / XXX / XXX / XXX APPROVAL  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  Officer accountable for implementation (KEY DECISIONS ONLY)  Timescales for implementation October 2017 to September 2020  CONTACT PERSON: DECISION MAKER / AUTHORISED  Logical Scheme Number: XXXXX / XXX / X		Others <sup>x</sup> (please	Date consulted:	Interest disclosed?		
Finance Officer Procurement Officer  CAPITAL INJECTION APPROVAL REQUIRED:  CAPITAL INJECTION APPROVAL REQUIRED:  CAPITAL INJECTION APPROVAL (If yes, you must complete the Approval box below)  CAPITAL INJECTION APPROVAL (Name: ) APPROVAL  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  Officer accountable for implementation (KEY DECISIONS ONLY)  Timescales for implementationsi October 2017 to September 2020  CONTACT PERSON: DECISION MAKER / AUTHORISED  Finance Officer Procurement Officer (Name: ) AVXXXX / XXX / XXX / XXX Date:  Capital Scheme Number: XXXXXX / XXX / XXX / XXX / Date:  Contract Title APPRENTICESHIP TRAINING PROVISION  Supplier: Multiple training providers according to Lots as per confidential Appendix 1.  Timescales for implementationsi October 2017 to September 2020  Telephone numbersii:07712 214341  Date: 5 October 2017		specify: )	May 2017	☐ Yes (Date of dispensation: )		
Procurement Officer  CAPITAL INJECTION APPROVAL (If yes, you must complete the Approval box below)  REQUIRED:  CAPITAL INJECTION (Name: )		Legal Officer		⊠ No		
CAPITAL INJECTION APPROVAL REQUIRED:  CAPITAL INJECTION APPROVAL (If yes, you must complete the Approval box below)  CAPITAL INJECTION APPROVAL (Name: ) APPROVAL (Name: ) APPROVAL  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  EXAMPTION  CONTENT TITLE  DN262374.  IMPLEMENTATION (KEY DECISIONS ONLY)  CONTACT Details October 2017 to September 2020  CONTACT PERSON: DECISION MAKER AUTHORISED  APPROVAL  Capital Scheme Number:  XXXXX / XXX / XXX / XXX / XXX Date:  Contract Title APPRENTICESHIP TRAINING PROVISION  Supplier: Multiple training providers according to Lots as per confidential Appendix 1.  Timescales for implementation  Timescales for implementation vi October 2017 to September 2020  CONTACT PERSON: DECISION MAKER / AUTHORISED		Finance Officer				
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<sup>1</sup> The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

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.

<sup>III</sup> 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.

<sup>v</sup> 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 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 13.6.1, 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.

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.

<sup>ix</sup> 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.

<sup>x</sup> 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.