

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy & Resources		
Contact person:	Libby Megson/Rachael Dearn	Telephone number: 0113 3789323	
Subject²:	Apprenticeship Provider Framework change		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Director of Strategy & Resources gave approval to move from the Council's Dynamic Purchasing System (DPS) for contracting apprenticeship training provision to the Yorkshire Purchasing Organisation (YPO) Framework for Apprenticeships and associated training.</p> <p>This is a significant operational decision in order to be transparent to potential suppliers regarding the change.</p> <hr/> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The Employment & Skills team that currently manage the existing dynamic purchasing system have confirmed that they no longer have the capacity to manage this within their team going forward so an alternative solution has become necessary. Procurement and HR also do not have the capacity to operate the necessary work. The YPO framework has been deemed suitable for the provision of apprenticeship providers and is used by many of our regional partners as such.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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


³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Analysis of the alternative options available to us have identified that:</p> <p>Procurement skills and capacity within the Resourcing & Talent Management team in HR to retain an in-house procurement process is not available. Capacity to support this within the LCC Procurement team is also not available.</p> <p>Alternative national frameworks for Apprenticeship Training Provision have been identified and two potential options have been explored through in-depth discussion. These are: Crown Commercial Services (CCS) and Yorkshire Purchasing Organisation (YPO).</p> <p>It was deemed YPO was most suitable and suited both current and future needs.</p>
Affected wards:	None
Details of consultation undertaken⁴:	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Chief Digital and Information Officer⁵</p> <hr/> <p>Chief Asset Management and Regeneration Officer⁶</p> <hr/> <p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Rachael Dearn/Libby Megson. Some contracts expire with the DPS at the end of October 2023 so the need to progress for any new starts is imminent. However other contracts last until 2025. We will move across to the YPO framework over November and December for as many contracts as possible.</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval Signature _____ Date _____
Call-in	Is the decision available ⁹ for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:
Approval of Decision	Authorised decision maker ¹⁰ Director of Strategy & Resources – Mariana Pexton
	Signature _____ Date 12/3/24 

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.