

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 type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing & Environment		
Contact person:	Darren Gibson	Telephone number: 3782885	
Subject²:	Weed Spraying Contract Extension (Contract Reference DN516349)		
Decision details³:	What decision has been taken? The Chief Officer, Climate, Energy & Green Spaces has agreed to a recommendation from the Business Manager, Climate, Energy & Green Spaces to award an extension of the current contract for weed spraying services to Languard Ltd for a period of 24 months commencing 1st April 2024		
	A brief statement of the reasons for the decision Provision made for contract extensions subject to satisfactory performance. This criteria has been met or exceeded. Options appraisal reviewed and the outcome is to continue with existing approach to provision.		
	This is categorised as a significant operational decision taken by an officer, as the option to extend is a decision which is a direct consequence of implementing a previous key decision (D52519)		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Alternative delivery methods (increased sweeping, use of gas burners, steam and physical removal/disposal) all deemed less appropriate		
Affected wards:	All		
Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Chief Digital and Information Officer ⁵		

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.

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

	Chief Asset Management and Regeneration Officer ⁶	
	Others Chief Officer Environmental Services, Service Managers (Housing Leeds), Highways Asset Management	
Implementation	Officer accountable: Darren Gibson, Business Manager Proposed timescales for implementation: Extension period to commence effective 1 st April 2024	
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 Polly Cook – Chief Officer, Climate, Energy & Green Spaces	
	Signature P.C. Cook.	Date 13/3/24

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.

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.