

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 checked="" 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	James Rogers		
Contact person:	Antony Stringwell	Telephone number: 0113 3788167	
Subject²:	Extend the sole supplier contract for the Supply of, and Occasional Installation, of Fixed Play Equipment		
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 Chief Officer Climate Energy and Greenspace has approved a 12-month extension of the existing contact for the supply and occasional installation of fixed play equipment covering the period between 1st April 2024 until the 31st March 2025 with Kompan LTD as our preferred supplier.</p> <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>In November 2020 a competitive procurement exercise was undertaken for the provision of a single supplier of fixed play equipment. Inclusive within the contract was the occasional installation of equipment to support in the provision of fixed play city wide. Competition was undertaken against Lot 2 of the Eastern Shires Purchasing Organisation's (ESPO) Framework Agreement (115) and Kompan Ltd was successfully appointed on the 1st April 2021. Within the contract, was the option to undertake 3 one-year extensions. This report requests permission to extend the contract for a third and final time from the 1st April 2024 until the 31st March 2025.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None</p>		
Affected wards:	All wards.		

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.

Details of consultation undertaken⁴:	Executive Member None undertaken	
	Ward Councillors None undertaken	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation 31 st March 2024. Tony Stringwell	
List of Forthcoming Key Decisions⁵	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 report⁶	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 ⁷ 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 ⁸ Polly Cook- Chief Officer Climate, Energy and Greenspace	
	Signature P E Cook.	22 March 2024

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.

