

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	The Director of Strategy & Resources		
Contact person:	Jeff Thompson	Telephone number: 07891 271243	
Subject²:	Approval to award new contracts for the supply of Personal Protective Equipment ('PPE') and Corporate Workwear/Uniforms.		
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>a) The Director of Strategy & Resources has approved the award of new contracts for the supply and delivery of PPE and Workwear/Uniforms. The award of contracts are to the following suppliers:</p> <ul style="list-style-type: none"> • Arden Winch & Company Ltd • Arco Ltd • SMI Int Group Ltd • Protective Wear Supplies Ltd <p>b) The length of the contracts will be for 3 years with an option to extend for a further 12-months period.</p> <p>c) The estimated value of these contracts over a 4-year period is £3.84 million pounds.</p> <p>d) New contracts will commence on the 10th April 2024 or as soon as possible thereafter.</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>This is a significant operational decision as a direct result of a key decision taken</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>on 19/09/2023 (Approval to Procure) Please refer to accompanying report .</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The details were contained in the DDR (Approval to Procure) dated 11/09/2023.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member – Councillor Coupar
	Ward Councillors – N/A
	Chief Officer ⁵ Human Resources – Andy Dodman
	Deputy Chief Officer HR & Shared Services – Gemma Taskas
	Others – Head of Finance - Patrick McGuckin
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Jeff Thompson & Nicola Bruce</p>
List of Forthcoming Key Decisions⁶	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
	<p>Signature _____ Date _____</p>
Publication of report⁷	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

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

⁷ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	Signature	Date	
Call-in	Is the decision available ⁸ 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 ⁹ The Director of Strategy and Resources - Mariana Pexton		
	Signature	Date 27/3/24	
			

⁸ 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.

⁹ Give the post title and name of the officer with appropriate delegated authority to take the decision.