

Delegated Decision Notice (DDN)

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

Decision type	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"/> over1,000,000	<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 Strategy and Resources		
Contact person:	Alex Watson	Telephone number: 07891 276514	
Subject²:	Agency Supply Contract Extension and Variation		
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 and Resources gave approval to the proposal to extend and vary the call off contract from Lot 1 of the YPO 942 Framework for Managed Services for Contingent Labour (Master Vendor Model) with REED for another 21 months. This will commence from 26th April 2024.</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 decision is being taken following agreement between LCC and REED to vary the initial contract for Temporary Staff. This follows on from letting a short-term 6-month extension, which was agreed to allow both parties to explore opportunities to improve terms and conditions. Having achieved acceptable modifications, a revised contract can be offered to REED. It is noted that this falls within the boundaries of the original decision to award REED a contract for 24 months with a further option to extend the contract for another 24 months i.e. up to January 2026.</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 on Authorised decision maker

A

Signature

Date

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

If the decision is key and has appeared on relevant dispensation given.

Signature

Date

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

If the decision is key and has appeared on relevant dispensation given.


	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>A key decision was taken to offer REED a 2-year contract, with provision to extend this for a further 2-years. See d54706 Council and democracy (leeds.gov.uk)</p> <p>It was intended to extend this contact for a further 2-years; reflecting satisfactory contract performance. However, due our Financial Challenges all major contracts are being reviewed, hence the 6-month time-limited contract extension. It is felt this has yielded acceptable improved terms and conditions. The alternative option of allowing the contract to expire, would require a full retender of the contract. It is uncertain whether this would provide better terms and conditions and would demand significant resource and time. Capacity can now be used to manage contract improvements instead.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Exec Member - Deputy Leader – 26 th March
	Ward Councillors
	Chief Digital and Information Officer
	Chief Asset Management and Regeneration Officer
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Alex Watson – Contract extension and variation to start 26th April</p>
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
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

??responsibility for function to which decision relates.

If the decision is key and has appeared on 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

Call In	Is the decision available ⁷ for call-in?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	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 Director of Strategy and Resources – Mariana Pexton	
	Signature 	Date 3/04/2024

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.