

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	The Director of Strategy and Resources		
<b>Contact person:</b>	Adam Edmands	Telephone number: 0113 3784303	
<b>Subject<sup>2</sup>:</b>	Approval to use Contract Procedure Rules (CPR) 9.5 and award a contract direct to British Telecommunications plc (BT) for the provision of broadband and telephony services.		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?</p> <p>The Chief Digital Information Officer gave approval to use Contract Procedure Rules (CPR) 9.5 to directly award a contract to British Telecommunications PLC (BT) for the provision of broadband and telephony services for 24 Months.</p> <hr/> <p>A brief statement of the reasons for the decision</p> <p>The Chief Digital Information Officer is recommended to approve the use of CPR 9.5 and to award a contract direct to British Telecommunications plc for the provision of broadband and PSTN services as there is genuinely no competition as the lines are owned by BT and therefore only BT can provide these services.</p> <p>The length of the contract is a period of 24 months with an anticipated annual spend of £83,000 and a total value not exceeding £165,000.</p> <hr/> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Leeds City Council must move away from analogue PSTN services because Openreach are turning this service off in Leeds by 2025.</p> <p>Going out to tender was an option but this would have duplicated resources</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

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

	<p>which have already been allocated to the Analogue Switch Off Project and we do not yet know what our future requirements will be from third party providers.</p> <p>Further details can be found in the report.</p>	
<b>Affected wards:</b>	All	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Chief Digital Information Officer <sup>5</sup> - yes	
	Chief Asset Management and Regeneration Officer <sup>6</sup>	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 _____	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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


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

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

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

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

<sup>9</sup> 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.

	<p><b>If exempt from call-in</b>, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p><b>Approval of Decision</b></p>	<p>Authorised decision maker<sup>10</sup> Chief Digital Information Officer; Andrew Byrom</p>	
	<p>Signature</p> 	<p>Date 10<sup>th</sup> April 2024</p>

---

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