

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	Strategy and Resources		
Contact person:	Mandy Snaith	Telephone number: 0113 535 0255	
Subject²:	Authority to award a contract to TBC Ltd. for the supply of six 17 seater Accessible Minibus Vehicles as part of the Vehicle Replacement Programme 2023/24.		
Decision details³:	What decision has been taken? The Chief Officer Civic Enterprise Leeds approved an award of contract to Taxi & Bus Conversions Ltd T/A TBC Ltd. to supply six 17 seater Accessible Minibus Vehicles to Leeds City Council at a total value of £488,652.18		
	A brief statement of the reasons for the decision Passenger Transport require six new 17st Accessible Minibus Vehicles as part of their planned replacement requirement as advised in the 2023/24 Vehicle Replacement Programme, which was tendered through TPPL with a direct award to TBC Ltd.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Other options for this scheme were considered as part of the original Authority to Procure report and the approach applied to use TPPL was deemed to be the preferred procurement option.		
Affected wards:			
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	
	<p>Consultation has taken place between the end user (Passenger Transport) and Fleet Services on the specification and suitability of the proposed vehicles and the correct process's have been applied to procure.</p> <p>The procurement strategy was presented and discussed with senior colleagues from CEL and PACS during the Civic Enterprise Leeds Weekly Assurance Meetings (WAM).</p>	
Implementation	Officer accountable, and proposed timescales for implementation	
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 Sarah Martin, Chief Officer CEL	
	Signature 	Date 19/04/2024

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.