


Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input checked="" type="checkbox"/> Over £250,000 <input type="checkbox"/> Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions:	
Director²	Director of Strategy and Resources	
Contact person:	Richard Jackson	Telephone number: 07891 273346
Subject³:	Contract Award for the supply of individual and multi portion frozen meals.	
What decision will be / has been taken?	<p>The decision maker has approved the recommendations set out in the report attached.</p> <p>The contract is for a period of 3 years starting on the 1st July 2024. There will be a further extension available to the contract for up to 12 months. One bid was received from the existing supplier Apetito Limited.</p> <p>Contract award for the provision of individual and multi portion meals, will enable Leeds City Council to continue its successful Meals at Home service which supports some of the city's vulnerable older people.</p>	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	Authorised decision maker ⁴ Sarah Martin Chief Officer Civic Enterprise Leeds	
	Signature 	Date 12 th June 2024

¹ Complete for ALL publishable decisions (key and administrative)

² Director with delegated responsibility set out in Constitution for function to which decision relates.

³ 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

⁴ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

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Information for monitoring purposes

Approximate value ⁵	Proposed Expenditure	Anticipated Saving	Anticipated Income
	£840K		

⁵ Over lifetime of decision (or one year if decision open-ended)