

Delegated Decision Notification (DDN)

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead directorⁱ:	Director of City Development
Subjectⁱⁱ:	Visitor Economy and Inward Investment Sole Supplier Waiver
Decision detailsⁱⁱⁱ:	<p>The Chief Officer for Resources and Strategy has approved a waiver of the Contract Procedure Rules to permit the Visitor Economy and Inward Investment service to proceed with the purchase of the exhibition space at The Meetings Show 2018 from Centaur Media, PO number Z028444 for the value of £12,150 (plus VAT) as this is a sole supplier situation. They are therefore unable to obtain three written quotes and the value of an order is between £10,000 and £25,000.</p> <p>This will allow the Visitor Economy and Inward Investment Service to successfully deliver the Executive Board approved strategic approach and forward plan in which the nature of the business and unique circumstances of the service being delivered results in the required procurement.</p>
Type of decision:	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in)
Notice^{viii} or call-in (key decisions only):	<p>Date the decision was published in the list of forthcoming key decisions:</p> <p>If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>
Affected wards:	N/A

Details of consultation undertaken:	Executive Member	Date consulted:	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others ^x please specify:	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
Capital Injection approval	Name: Title:		Capital scheme number: XXXXX / XXX / XXX Date:
Contract details (procurement decisions only)	Contract reference number		Contract title
			Supplier
Implementation (key decisions only)	Officer accountable for implementation Timescales for implementation ^{xi}		
Contact person:	Claire Heap		Telephone number ^{xii} : 0113 378 1165
Decision maker or authorised signatory^{xiii}:	Name: Ed Mylan <i>E. Mylan</i>		Date: 12 June 2018