

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 Resources		
Subjectⁱⁱ:	Request to waive the Contract Procedure Rules 8.1 requirement for competition and 8.2 invitation of three tenders for coaching contract with the HR service.		
Decision detailsⁱⁱⁱ:	The Chief Officer - Human Resources agreed to waive the Contract Procedure Rules 8.1 requirement for competition and 8.2 invitation of three tenders for the coaching contract with the HR service.		
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):	Date the decision was published in the list of forthcoming key decisions: 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: If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
Affected wards:	N/A		
Details of consultation undertaken:	Executive Member	Date consulted: N/A	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor	Date consulted: N/A	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No

	Others ^x please specify:	Date consulted: N/A	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 checked="" 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:	Libby Megson	Telephone number ^{xii} : 07595 210192	
Decision maker or authorised signatory^{xiii}:	Name: Lorraine Hallam <i>Lorraine Hallam</i>	Date: <i>9th January 2018</i>	

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. 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.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.