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 director[i]:	Director of resources and housing
Subject[ii]:	The chief officer of shared services approved an interim process whereby the print unit can place orders directly with a range of possible providers without a formal contract in place, to cover an interim period of up to twelve (12) months commencing on the 1 August 2018, whilst new contracts for these services are procured.
Decision details[iii]:	The chief officer of shared services has considered a report and approved the waiver of contract procedure rules for a period of 12 months to allow time for contract arrangements to be put in place across a range of supplies used in the production of print and signs by the print unit. Historically, the print unit has used a number of suppliers to provide print and signage materials without having sought competition or putting formalised contracts in place. The annual value of these orders ranges from under £10,000 to £70,000 per year. In order to ensure continuity of service it has been agreed that the proposals as set out in the report be implemented for a period of 12 months. i Where there is *only one provider* who can deliver the service the chief officer is asked to waive CPRs 8.1 and 8.2 if the spend is between £10K and £100K and 9.1 and 9.2 where the spend is over £100K and award a contract for these services directly without seeking competition. Examples of this are Royal Mail for first class mail and parcel deliveries; Konica Minolta Business Solutions for the on-going maintenance of Konica print equipment installed at the print unit; and a number of suppliers such as Kloeckner Metals who are the sole supplier to comply with BSEN 12899 which is required by the council to retain it's accreditation. ii Where an *individual purchase* of supplies is valued at less than £10,000 it is proposed that under CPR 7.1 – 7.3 this can be undertaken by obtaining three quotes. The chief officer agrees that the print operations manager may select which supplier represents best value based upon cost, and timescales, without referring back to the chief officer for a decision on a case by case basis, provided this decision is recorded in the council's financial management system, and a record is kept on the procuring officer's file for audit purposes. iii Where *annual spend* is expected to be below £25k with a single supplier, it is proposed that such orders are placed direct with those providers by utilising CPR 7.2 which allows officers to place a direct order without seeking competition if the chief officer believes that it represents Best Value for the council to do so. The chief officer agrees that the print operations manager may select

	which supplier represents best value based upon cost, and timescales, without referring back to the chief officer for a decision on a case by case basis, provided this decision is recorded in the council's financial management system, and a record is kept on the procuring officer's file for audit purposes. iv It is acknowledged that some annual spend will remain in breach of CPRs until contracts can be put in place. It is proposed that these are prioritised and contracts arranged within the next 12 months to bring the print unit back in to compliance with the council's contract procedure rules. An equality impact screening has been completed and is attached to the waiver report.
Type of decision:	☐ Key decision (executive) Is the decision eligible for call-in?[iv] ☐ Yes ☐ No Is the decision exempt from call-in?[v] ☐ Yes ☐ No ☒ Significant operational decision (council or executive[vi] – not subject to call-in) ☐ Administrative decision (council or executive[vii] – not subject to publication or call-in)
Notice[viii] or call-in (key decisions only):	N/A
Affected wards:	N/A
Details of consultation undertaken:	Executive Member — Date consulted: — Interest disclosed?[ix] ☐ Yes Date of dispensation: ☐ No Ward Councillor — Date consulted: — Interest disclosed? ☐ Yes Date of dispensation: ☐ No Others[x] please specify: — Date consulted: — Interest disclosed? ☐ Yes Date of dispensation: ☐ No
Capital injection approval required:	Injection approval required? ☐ Yes ☒ No (If yes, you must complete the Approval box below)

Capital Injection approval	N/A	N/A
Contract details (procurement decisions only)	Contract reference number N/A	Contract title
		Supplier
Implementation (key decisions only)	Officer accountable for implementation Timescales for implementation[xi]	
Contact person:	Claudine Dawson	Telephone number[xii]: 86533
Decision maker or authorised signatory[xiii]:	Helena Phillips	Date: 7/8/18

[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.
[iv] See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.
[v] If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.
[vi] If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).
[vii] Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.
[viii] All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
[ix] No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.
[x] This may include other elected members, officers, stakeholders and the local community.
[xi] Please include proposed timescales for commencement and / or completion of implementation as appropriate.

[xii] Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

[xiii] The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.