


## Delegated Decision Notification (DDN)

<b>Lead director<sup>i</sup>:</b>	Director of Resources and Housing		
<b>Subject<sup>ii</sup>:</b>	Award Leeds Person Held Record (PHR) support and maintenance to Ripple Foundation C.I.C.		
<b>Decision details<sup>iii</sup>:</b>	The Chief Digital & Information Officer gives approval to award a contract to Ripple Foundation C.I.C. in accordance with the negotiated procedure without prior publication of a contract notice in the Official Journal of the European Union OJEU (in accordance with Directive 2004/18/EC) under Regulation 32 of the Public Contracts Regulations 2015. This will apply to business and technical services until April 2019.		
<b>Type of decision:</b>	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive <sup>vii</sup> – not subject to publication or call-in)		
<b>Affected wards:</b>	All		
<b>Details of consultation undertaken:</b>	Executive Member	Date consulted:	Interest disclosed? <sup>viii</sup> <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others <sup>ix</sup> please specify: Director of Adults & Health via Better Care Fund governance	Date consulted: 28 <sup>th</sup> February 2018	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
<b>Capital injection approval required:</b>	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)		

<b>Capital Injection approval</b>	Name: Title:	Capital scheme number: XXXXX / XXX / XXX Date: February 2018
<b>Implementation (Key Decisions Only)</b>	Officer accountable for implementation Timescales for implementation <sup>x</sup>	
<b>Contact person:</b>	Nick Parker	Telephone number <sup>x</sup> : Mobile: 07891 274777
<b>Decision maker or authorised signatory<sup>xi</sup>:</b>		Date: 19/11/2018

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

<sup>ii</sup> 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.

<sup>iii</sup> 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.

<sup>iv</sup> 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.

<sup>v</sup> 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 5<sup>th</sup> working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>vi</sup> 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).

<sup>vii</sup> 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.

<sup>viii</sup> 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.

<sup>ix</sup> This may include other elected members, officers, stakeholders and the local community.

<sup>x</sup> 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.

<sup>xi</sup> 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.