

## Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
<b>Contact person:</b>	Les Reed/Chris Ingham	Telephone number: 07891 270611
<b>Subject<sup>1</sup>:</b>	Procurement of PPE supplies to a value of £2.5 million	
<b>Decision details:</b>	What decision has been taken? <sup>2</sup> Decision to procure PPE supplies with an estimated expenditure of £2.5m.	
	A brief statement of the reasons for the decision <sup>3</sup>  To allow procurement of PPE supplies during the Coronavirus pandemic which are essential for the health and safety of front line staff involved in delivering essential services.  This is a Significant Operational Decision as it is using the £21.9m of emergency government COvid-19 funding that was taken as a Key Decision.	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision  There is high international demand for PPE supplies during the pandemic which means that these supplies need to be procured as quickly as possible in order to protect front line staff.  Given the high demand for supplies, we are obtaining PPE through a number of procurement routes which involve contracting with companies that are listed or are in the process of being listed on our extended framework contract for PPE, with our cleaning materials supplier, with suppliers who are approved through the NHS supply chain via Leeds Teaching Hospitals Trust, with suppliers from	

<sup>1</sup> 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>2</sup> Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

<sup>3</sup> Include any significant financial, procurement or legal implications

	<p>the Leeds and York Foundation Trust and with YPO.</p> <p>The £2.5m forecast expenditure is estimated to last 3 months and, depending on whether the country comes out of lockdown, additional supplies may be needed. In this scenario, a further decision will be submitted for approval.</p>	
<b>Affected wards:</b>	All	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Les Reed/Chris Ingham	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-	
	If <b>Special Urgency or General Exception</b> a brief statement of the reason why	
	If <b>Special Urgency</b> Relevant Scrutiny Chair(s)	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>6</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> Complete this section for key decisions only

<sup>6</sup> Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

	<p><b>If exempt from call-in</b>, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p><b>Approval of Decision</b></p>	<p>Authorised decision maker<sup>7</sup>  Director of Resources &amp; Housing</p>	
	<p>Signature</p>  <p>Neil Evans, Director of Resources &amp; Hosing</p>	<p>Date</p> <p>14/05/2020</p>

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<sup>7</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.