

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities & Environment		
Contact person:	Jason Singh	Telephone number: 07891 272 817	
Subject²:	Waiver of CPR 8 and request to vary the end date of the current contractual arrangements with 3GS UK Limited in line with CPR 21 (for the issuing of Fixed Penalty Notices (FPN's) in relation to the City Centre Environmental Enforcement contract for 2 x 6 months from 01/12/2020		
Decision details³:	What decision has been taken? The Chief Officer for Environmental Services: noted the content of this report and (i) waived CPR 8 and approve the use of CPR 21 to vary the end date of the existing contract and (ii) approved the appointment of 3GS UK Limited for the issuing of Fixed Penalty Notices (FPN's) in relation to the city centre environmental enforcement work for a period of 2 x 6 months from 01/12/2020. Details of net value of this contract are based on income and are considered exempt under access to information rules 10.4 (3) is provided at Appendix 2.		
	A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

³ Simply refer to supporting report where used as these matters have been set out in detail.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
Affected wards:	Little London & Woodhouse and Hunslet & Riverside	
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation	
List of Forthcoming Key Decisions⁵	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p>Approval of Decision</p>	<p>Authorised decision maker⁸ John Woolmer, Chief Officer (Acting) Environmental Services</p>	
	<p>Signature</p> 	<p>Date 29/10/20</p>

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.