

Delegated Decision Notice

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

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 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 Resources and Housing		
Contact person:	Claudine Dawson, Assistant Head BSC		Telephone number: 0113 37 86533
Subject²:	Approval to procure a new contract for the provision of postal goods and services.		
Decision details³:	<p>What decision has been taken?</p> <p>The Director Resources and Housing approved the procurement of a short-term contract for the provision of postal goods and services for a period of one year (from 1 February 2021 to 31 January 2022) with a contract value of £800,000.</p> <p>The Director Resources and Housing approved the evaluation criteria and methodology outlined in paragraph 3.4.2 of this report, as required under Contract Procedure Rule 3.1.8.</p> <p>The Director of Resources & Housing approved the request to waive the usual five working day call in period, and noted that the decision will be taken under the Constitution's Special Urgency provisions, as any delay in taking the decision will have a detrimental impact on the Council's interests.</p>		
	<p>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)</p> <p>Please refer to the Postal Services Contract Authority to Procure report dated 28 October 2020</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Please refer to the Postal Services Contract Authority to Procure report dated</p>		

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.

	28 October 2020
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation Claudine Dawson, Assistant Head BSC. New contract live 1.2.2021
List of Forthcoming Key Decisions⁵	Date Added to List:-
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision.</p> <p>Special urgency under rule 5.1.3 is requested on the basis that the council was seeking to extend the existing postal service contract under regulation 72 for a period of six months to allow time for the Crown Commercial Services framework to go live. This had been delayed since February due to Covid-19 and was not expected to be live before the expiry of the current contract, and no other options were available to the council.</p> <p>At very short notice the CCS made the framework live which prevented us from continuing with an extension under regulation 72, and requiring us to go out to tender.</p> <p>This is a collaborative procurement with 22 other Local Authorities led by Kirklees Council and being procured by the Yorkshire Purchasing Organisation (YPO) on our behalf.</p> <p>The consortium has waited almost a year to call off from this framework and a number of the authorities need to enter in to a new contract as a matter of urgency as their current arrangements are ending. This has resulted in the group moving quickly to issue the tender.</p> <p>Due to the timescales involved, this decision needs to be implemented on Monday 2 November 2020. Failure to do so will leave the council without any postal services provision.</p>

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

	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Chair Scrutiny Board (Strategy and Resources) Cllr Harland</p> <p>Signature _____ Date _____</p> <p><i>M Harland</i> 30th October 2020</p>	
Publication of report⁶	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible: The Council is joining the Yorkshire and Humberside consortium on this tender, and the decision needs to be taken prior to the tender being issued on 2 November 2020.</p>	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
Call In	<p>Is the decision available⁷ for call-in?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
Approval of Decision	<p>Authorised decision maker⁸</p> <p>Neil Evans, Director of Resources & Housing</p>	
	<p>Signature _____</p> <p><i>R.N. Evans</i></p>	<p>Date: 30/10/20</p>

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.

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