

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 City Development		
Contact person:	Martyn Long		Telephone number: 07712 214341
Subject²:	Award a call off contract to Telefonica under Crown Commercial Services Network Services (RM3808) Network Services 2 Framework – Lot 6: Mobile voice and data service.		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer Economy and Culture:</p> <ul style="list-style-type: none"> • Awarded a Call off Contract to Telefonica of circa £111k for iPads and associated data, data management software licences and protective screens. • The procurement was for 150 iPads following Employment and Skills successful award of contract from DWP to purchase and loan them to disadvantaged Leeds residents. <hr/> <ul style="list-style-type: none"> • The Employment and Skills Service will support 150 digitally excluded Leeds residents, providing them with ipads and data to ensure they can access online job applications and training. • The equipment will form part of our digital inclusion offer to ensure that we can support as many Leeds residents as possible seek work or training opportunities. • The funding will come from DWP through ESIF and will have a zero cost to LCC. There is no financial cost to LCC other than staff time. • The iPads have been procured through an existing Crown Commercial Services OJEU compliant framework agreement. The framework provides a Direct Award route which involves a desk top evaluation of suitable service offers. • There are no significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues. 		

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.


Affected wards:	None	
Details of consultation undertaken⁴:	Executive Member for Learning, Skills and Employment was consulted in November 2020.	
	Ward Councillors	
	Others The Service Finance Manager was consulted and advised on process.	
Implementation	Officer accountable, and proposed timescales for implementation Martyn Long, Head of Employment and Skills. The ipads will be procured and loaned to residents before end December 2020.	
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.

	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁸ Eve Roodhouse, the Chief Officer Economy and Culture	
	Signature 	Date 01/12/2020

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