

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of Communities and Environment		
<b>Contact person:</b>	Susanna Benton, Head of Electoral Services		Telephone number: 0113 3784771
<b>Subject<sup>2</sup>:</b>	Approval to use Regulation 72 (5) of the Public Contract Regulations 2015 to vary the Council's Electoral Services printing contract with Print Image Network Limited		
<b>Decision details<sup>3</sup>:</b>	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.)  The Chief Officer Elections and Regulatory approved the use of Regulation 72 (5) of the Public Contract Regulations 2015 to vary the scope of the current Electoral Services printing contract with Print Image Network Limited to include the printing of an election booklet at a contract value of £150,000 under the same terms and conditions and rates.		
	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)  Tom Riordan has been appointed Combined Area Returning Officer for the Mayoral Elections on 6 May 2021. To fulfil part of his statutory duties a booklet must be sent to every elector in West Yorkshire. In order to use the existing printing contract as Returning Officer for the Mayoral Elections the contract must be varied to accommodate these additional requirements. These Elections were not scheduled at the time of the original procurement for the existing contract.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</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>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.


<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/A
	Ward Councillors N/A
	Others West Yorkshire Combined Authority
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Susanna Benton, Head of Electoral Services
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:- N/A
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>6</sup></b>	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 _____
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:

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

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

<sup>7</sup> 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.

<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> John Mulcahy, Chief Officer Elections & Regulatory	
	Signature 	Date 3 December 2020

---

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