

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 Resources and Housing		
Contact person:	Claudine Dawson, Assistant Head BSC		Telephone number: 0113 37 86533
Subject²:	Approval to award a new contract for the provision of postal goods and services		
Decision details³:	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 Director of Resources and Housing approved the award of a short-term contract to Whistl UK Limited 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.		
	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) To seek approval to award a new one year contract for postal goods and services in collaboration with other Local Authorities (call-off) under the new CCS framework RM6017 for Postal Services.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision n/a.		

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:	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:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision. N/A
	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: N/A
	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
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public
Approval of	Authorised decision maker ⁸


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.

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

Decision	Neil Evans, Director of Resources & Housing	
	Signature 	Date: 26/01/21