

## 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 checked="" 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
<b>Director<sup>1</sup></b>	Director, Children and Families		
<b>Contact person:</b>	Kate Sibson, Commissioning Manager		Telephone number: 0113 3788925
<b>Subject<sup>2</sup>:</b>	Contract award for access to The Key online governor portal		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?		
	<p>The Director, Children and Families approved the decision to award a twelve contract via waiver of CPR 8.1 and 8.2 to The Key for Support Services to the value of £52,250 from 1<sup>st</sup> March 2021 to maintain acces to 'The Key for Governors' online information portal.</p>		
	<p>A brief statement of the reasons for the decision</p> <p>The contract was subject to a review by a DIS solutions architect to look at the best way of providing an information portal and database for the Governor Support Service. The review was paused due to other priorities affected the Covid 19 pandemic. The recommendation from DIS is to enter into a 12 month contract and undertake a full procurement for the service, however there is no time to complete this before the current contract expires.</p>		
<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The contract could lapse and there will be a gap until the new procurement is complete. This would be in breech of the service level agreement with schools and put the Governor Support Service under undue pressure to answer all queries that would normally go through the portal.</p>			

<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>	All		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member		
	Ward Councillors		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation The Governor Support Service Manager is responsible for overseeing the contract. The service will continue from 1 <sup>st</sup> March 2020 without break.		
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-		
	<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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Sal Tariq – Director of Children & Families		
	Signature 	Date: 23/2/21	

<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.

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