

## Delegated Decision Notice

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<br><input type="checkbox"/> £500,000 to £1,000,000<br><input type="checkbox"/> over £1,000,000  | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000<br><input type="checkbox"/> £100,000 to £500,000<br><input checked="" type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000 |
| <b>Director<sup>1</sup></b>          | Director of Resources and Housing   |  |  |
| <b>Contact person:</b>               | Richard Jackson   | Telephone number:<br>0113 3788826  |  |
| <b>Subject<sup>2</sup>:</b>          | Passenger Transport – Approval to award a framework agreement for “The provision of Transport Services via taxi, private hire, hackney carriages, standard minibus and wheelchair access minibuses”.  |  |  |
| <b>Decision details<sup>3</sup>:</b> | What decision has been taken?<br><br>a) The Chief Officer of Civic Enterprise Leeds approved the award for this framework agreement for the provision of home to school transport of SEND children, children who are in the care of the Authority, and adult day centre transport to commence from the 1 <sup>st</sup> April 2021.<br><br>b) The maximum length of the contracts will be four years (1+1+1+1), with an estimated spend of approximately £6m to £8m per annum. |  |  |
|                                      | A brief statement of the reasons for the decision<br><br>All applications were evaluated and vetted. Those that passed the evaluation process will be awarded a place on the framework for future use.  |  |  |

<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.


|  |   |  |
|--|---|--|
|  | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision<br><br>External frameworks explored but none covered Leeds in sufficient numbers. |  |
| <b>Affected wards:</b>                                 | All   |  |
| <b>Details of consultation undertaken<sup>4</sup>:</b> | Executive Member<br>Cllr Lewis – Date Consulted June 2020   |  |
|  | Ward Councillors  |  |
|  | Others  |  |
| <b>Implementation</b>                                  | Officer accountable, and proposed timescales for implementation<br>Richard Jackson, Head of Service – Timescale for implementation 01 April 2021  |  |
| <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<br>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<br>Signature _____ Date _____  |  |
| <b>Call In</b>   | Is the decision available <sup>7</sup> for call-in?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

<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.

|                                    |  |                           |
|------------------------------------|--|---------------------------|
|                                    | <p><b>If exempt from call-in</b>, the reason why call-in would prejudice the interests of the council or the public:</p> |                           |
| <p><b>Approval of Decision</b></p> | <p>Authorised decision maker<sup>8</sup><br/>Sarah Marti, Chief Officer Civic Enterprise Leeds</p>                       |                           |
|                                    | <p>Signature</p>                        | <p>Date:<br/>01/03/21</p> |

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