

## 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 checked="" type="checkbox"/> £25,000 to £100,000<br><input type="checkbox"/> £100,000 to £500,000<br><input 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, City Development   |  |  |
| <b>Contact person:</b>               | Chris Clarke, Highway Maintenance Manager  |  | Telephone number:<br>0113 378 8219   |
| <b>Subject<sup>2</sup>:</b>          | Award of a new contract for Support & Maintenance of Kaarbontech GullySMART - Data Collection Software – Gully Inspection System.  |  |  |
| <b>Decision details<sup>3</sup>:</b> | What decision has been taken?<br><br>The Chief Officer Highways and Transportation;<br>i) approved a waiver of CPR's 8.1 & 8.2 and award a new contract to Kaarbon Technology Ltd for support & maintenance of the KaarbonTech GullySMART for the period 24th March 2021 to 31st May 2022. |  |  |
|                                      | A brief statement of the reasons for the decision:<br><br>Refer to attached report for details   |  |  |
|                                      | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:<br><br>Refer to attached report for details   |  |  |
| <b>Affected wards:</b>               | n/a  |  |  |
| <b>Details of consultation</b>       | Executive Member   |  |  |
|                                      |  |  |  |

<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>undertaken<sup>4</sup>:</b>                       |  |  |
| <b>Implementation</b>                                | Officer accountable, and proposed timescales for implementation:<br>n/a  |  |
| <b>List of Forthcoming Key Decisions<sup>5</sup></b> | Date Added to List:-<br>n/a<br><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision<br><br><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:<br><br>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 checked="" type="checkbox"/> No<br><br><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><br>Gary Bartlett, Chief Officer Highways and Transportation<br>Signature  Date 07/04/2021  |  |

<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.