

## 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	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 Resources		
<b>Contact person:</b>	Alex Watson	Telephone number: 07891276514	
<b>Subject<sup>2</sup>:</b>	Supply of Agency workers to Leeds City Council – Approval to Procure		
<b>Decision details<sup>3</sup>:</b>	<p>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.)</p> <p>The Chief Officer HR approved the proposed procurement strategy for the re-procurement of the contract for the supply of agency workers to Leeds City Council</p> <p>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)</p> <p>LCC currently uses YPO's agency framework contract to source its general supply of agency workers. It is proposed to call-off YPO's latest contract and hold a mini competition exercise amongst pre-selected providers for a master vendor solution.</p> <p>This decision means LCC can reduce work required to independently procure an agency supply solution. The value of the contract spend will also generate a dividend from YPO as a regional supply partner.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Other framework contracts could be considered. These are available on similar terms to YPO, but are not linked to dividend payments.</p> <p>LCC could also independently procure an agency supplier, but would have to</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.

	undertake significant additional work in terms of tender specifications, shortlisting and vetting suppliers. The YPO contract offers access to a field of major suppliers who work in the local government sector and who can be selected via a mini-competition exercise.
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Leader of the Council
	Ward Councillors – N/A
	Others Recognised TUs March/April 2021
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Alex Watson  Implementation from April 2021 with the decision to award the contract to be published in the Forward Plan and contract awarded in July
<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 _____

<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

<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	Yes	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> Andy Dodman Chief Officer HR		
	Signature 	Date 8th April 2021	

<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.