

Delegated Decision Notice (DDN)

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 for Communities and Environment		
Contact person:	Jason Singh		Telephone number: 07891 272817
Subject²:	Commencement of a Procurement for a City Centre Environmental Enforcement Contract.		
Decision details³:	<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 style="text-align: center;">The Chief Officer for Environmental Services under CPR 3.1.6 approved the commencement of a competitive tender for a contract to allow the issuing of Fixed Penalty Notices (FPN's) in relation to city centre environmental enforcement work. The contract will commence on 1st Dec 2021 and will be for a period of 3 years with 2 x 1 year extension options available. The contract has an estimated annual value to the successful supplier of £200K, or £1million total contract value, and an estimated value to the Council of £35k per annum or £175K total contract value.</p> <p style="text-align: center;">The Chief Officer for Environmental Services also approved the use of the 6 month extension option from 1st June to 30th November 2021 on the existing contract with 3GS UK to allow the conclusion of the procurement.</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> <ul style="list-style-type: none"> • The city centre is an important area for the Council that needs to be 		

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.

	<p>managed well and the contracting of this service is integral in delivering on that objective.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
Affected wards:	<p>Little London & Woodhouse Hunslet & Riverside</p>
Details of consultation undertaken⁴:	<p>Executive Member</p>
	<p>Ward Councillors</p>
	<p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p>
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p>
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p>
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

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

Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input 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 Decision	Authorised decision maker ⁸ John Woolmer, Chief Officer Environmental Services		
	Signature	Date: 06/05/21	
			

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.