

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 of City Development		
Contact person:	Craig Shackleton		Telephone number: 0113 37 87169
Subject²:	Waiver of Contract Procedure Rules 9.1 and 9.2 to award a contract for Event Stewarding and Security Services		
Decision details³:	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.) The Chief Officer for Culture & Economy approved a waiver of Contract Procedure Rules (CPRs) 9.1 and 9.2 in order to award a contract directly to Showsec International Ltd for a period of 12 months from 10 May 2021 to 9 May 2022. The estimated value of the contract will be up to a maximum of £400,000, but with no guarantees to the contractor on the provision of services required or to be undertaken.		
	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) The contract for event stewarding and security has expired and due to the ongoing COVID emergency there is still uncertainty ahead as to when events may be able to return and / or whether there will be future government restrictions imposed. A decision has been taken to award an interim 12 month contract directly to the previous provider under existing contract terms and conditions to allow the Council more time to consider the long term implications of the pandemic on service provision and for the implementation of a new high value procurement exercise.		

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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>In consultation with Procurement and Commercial Services (PACS) a change in contractor is not deemed viable at this stage as could cause significant inconvenience or substantial duplication of costs to the Council. Due to the high value of a new contract it is anticipated that a full procurement exercise in line with Contract Procedure Rules and Public Contracts Regulations 2015 will take a minimum of 6 months to implement and will commence no later than 1st November 2021.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Events Manager will implement this decision as soon as it has been taken</p>
List of Forthcoming Key Decisions⁵	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<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 checked="" 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 Eve Roodhouse, Chief Officer Culture and Economy		
	Signature 	Date 10 May 2021	

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.