Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	☐ Key Decision	☒ Significant Operational Decision	☐ Administrative Decision
Approximate value	☐ Below £500,000 ☐ £500,000 to £1,000,000 ☐ over £1,000,000	☐ below £25,000 ☐ £25,000 to £100,000 ☒ £100,000 to £500,000 ☐ Over £500,000	☐ below £25,000 ☐ £25,000 to £100,000
Director[1]	Director of Communities, Housing & Environment		
Contact person:	Mark Jefford		Telephone number: 0113 378 9751
Subject[2]:	Approval to extend the provision of Support & Maintenance of the Council's Parking and Bus Lane Enforcement and Permit Management System.		
Decision details[3]:	What decision has been taken? The Chief Officer Elections and Regulatory Services approved the extension of the contract with Imperial Civil Enforcement Solutions Ltd for the provision of Support & Maintenance of the Council's Parking and Bus Lane Enforcement and Permit Management System for a further 12 months, for the period 1st July 2021 to 30th June 2022 at a cost of £172,562.00. The Chief Officer Elections and Regulatory Services also supported a procurement and service development project in conjunction with the Council's Digital and Information Service that will aim to provide a modern hosted platform from which Parking Services will be able to operate from July 2022.		
	A brief statement of the reasons for the decision: To set out the reasons for seeking approval to extend the contract with Imperial Civil Enforcement Solutions Ltd for the provision of Support & Maintenance of the Council's Parking and Bus Lane Enforcement and Permit Management System for a further 12 months, for the period 1st July 2021 to 30th June 2022		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision: n/a		
Affected wards:	All wards		

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[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.

Details of consultation undertaken[4]:	Executive Member
Implementation	Officer accountable, and proposed timescales for implementation: n/a
List of Forthcoming Key Decisions[5]	Date Added to List:- n/a
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature Date
Publication of report[6]	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

Call In	Is the decision available[7] for call-in?	☐ Yes	☒ 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 Mulcahy, Chief Officer Elections and Regulatory	
	Signature	Date: 14 May 2021

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[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

[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.