

## 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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input 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>	James Rogers, Communities, Housing and Environment		
<b>Contact person:</b>	Jayne Grant, Advice and Access Manager	Telephone number: 3367805	
<b>Subject<sup>2</sup>:</b>	Leeds Advice Service		
<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 Community Hubs, Welfare &amp; Business Support approved the award of a contract for 3 years (with provision for annual extensions) for the Leeds Advice Service to Leeds Advice Consortium under Regulation 32 (2) (b) (ii) - Negotiated Procedure without prior publication – of the Public Contracts Regulations 2015.</p> <hr/> <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>Leeds Advice Service was awarded the contract on 1st April 2017 to provide an Advice Service for Leeds. This was a 3 year contract with the option of annual one-year extensions.</p> <p>The previous contract expired on 31 March 2021 prior to funding being confirmed therefore the option to extend the contract could not be actioned before the contract expired.</p> <p>The consortium has delivered value for money, adapting how it delivers the service to ensure more people are able to access advice. The funding for 2021-22 will be £1,501,075.</p> <p>In consultation with Procurement and Commercial Services a contract award to</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

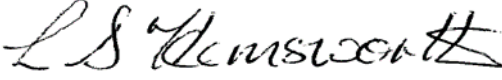
<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Leeds Advice Consortium under Regulation 32 (2) (b) (ii) is considered the most appropriate procurement route.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative option would be to subject these services to a full competitive tendering procedure. However, this would take approximately six to eight months to complete. It is debatable as to whether this would lead to a different outcome since the market research conducted at the outset of the previous procedure demonstrated Leeds Advice Service was the only consortium with the resources and capacity to deliver the full service.</p>
<b>Affected wards:</b>	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	Others
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<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 _____

<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

<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 _____	
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input checked="" 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:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Lee Hemsworth, Chief Officer Community Hubs, Welfare & Business Support	
	Signature 	Date

<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.