

Delegated Decision Notice

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	Chief Officer, Civic Enterprise Leeds		
Contact person:	Mandy Snaith	Telephone number: 82322	
Subject²:	Supply of Freshly Filled Sandwiches and Wraps		
Decision details³:	<p>The Chief Officer, Civic Enterprise Leeds, approved the award of contracts to Limetree Foods Ltd t/a Sandwich King for the supply of freshly filled sandwiches as follows:</p> <p style="padding-left: 40px;">Lot 1 – Delivery of Freshly Filled Sandwiches and Wraps (Schools) – contract catering £50,000 per annum</p> <p style="padding-left: 40px;">Lot 2 – Delivery of Freshly Filled Sandwiches and Wraps (Adult Social Care) – contract catering £25,000 per annum</p> <p style="padding-left: 40px;">Lot 3 – Delivery of Freshly Filled Sandwiches and Wraps – commercial catering £40,000 per annum</p> <p>The contracts are to run for an initial period of 1 year from 1 April 2021 with the option of 3 x 12 month extensions</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>The contracts awards follow a procurement undertaken with support from PACS for the supply of freshly filled sandwiches and wraps.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>		

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.

Affected wards:	All		
Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation		
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		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁶	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?	<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 Sarah Martin, Chief Officer CEL		


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.

	Signature 	Date 11.03.2021
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