

## 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	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>	Director of Resources		
<b>Contact person:</b>	Alex Watson	Telephone number: 07891 276514	
<b>Subject<sup>2</sup>:</b>	Agency Contract Extension		
<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 Director of Resources approved the request to extend LCC's agency supply contract with Reed Specialist Recruitment Ltd for up to 6 months from July 2021 to January 2022.</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>This measure is being proposed to ensure LCC can secure a continuous and quality supply of agency workers given both - uncertainty with demand with COVID-19 and associated impacts on capacity to complete a retendering exercise</p> <p>There is currently a retendering exercise of the existing contract with a spend of c£5.5m pa. A further competition process is being followed under Lot 1 of the YPO framework for Managed Services for Contingent Labour (Master Vendor Model). . In the interim the</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 on Authorised decision maker

A  
Signature

Date

Give title of Director with delegated??responsibility for function to which decision relates.

If the decision is key and has appeared on relevant dispensation given.

Signature

Date

Give title of Director with delegated??responsibility for function to which decision relates.


If the decision is key and has appeared on relevant dispensation given.

	<p>end date of the existing contract will be extended for up to 6 months. In formalising this variation the Council is relying on Regulation 72 (1) (c) of the Public Contract Regulations 2015. This is to ensure a supply arrangement can be maintained, given uncertainty regarding demands.</p> <p>Unless there are fluctuations in demands it is assumed spend patterns are unaffected in terms of financial and budget implications. The expected spend in the period of the extension is c£2.3m</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option of a shortened procurement timescale and potentially truncated implementation period was considered. This however presents risks in terms of potentially disruption to the supply of agency workers; with concerns about quality and potential COVID impacts. Extending the contract will have limited financial impact as demand for agency workers will continue.</p>
<b>Affected wards:</b>	None
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Resources
	Ward Councillors N/A
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Alex Watson - To be implemented for 24 <sup>th</sup> July 2021
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:- 4.6.2021
	<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 _____
<b>Publication of</b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:

??responsibility for function to which decision relates.

If the decision is key and has appeared on 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>report<sup>6</sup></b>	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
	<b>If exempt from call-in</b> , 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>		
	Neil Evans, Director of Resources		
	Signature	Date	
		08/07/21	

<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.