

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 checked="" 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
Director¹	Director of Resources		
Contact person:	Stephanie Gledhill		Telephone number: 0113 37 84366
Subject²:	The approval to waive CPRs 8.1 and 8.2 and award a contract to Zoom Video Communications Inc for the provision of Zoom Licenses		
Decision details³:	<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.) The Chief Digital and Information Officer approved the waiver of Contract Procurement Rules 8.1 and 8.2. and awarded a contract to Zoom Video Communications Inc. for the sum of £62,000 for 500 licenses for a period of 12 months starting from 16th July 2021 to 15th July 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) As part of the pandemic Members and Council Officers needed to quickly communicate over a stable and easy to use Video Conferencing Platform. Zoom met this requirement. 12 months on there is still a requirement for Zoom Video Conferencing including the legal requirement to live stream meetings to the public. If the decision is not approved Members and Council Officers will be unable to meet their legal</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.

	and responsible requirements to members of the public and partners/organisations.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Alternative options were considered at the start of the pandemic however Zoom matches to the requirements for partners and citizens of Leeds. MS Teams is being introduced across the council and this has reduced the requirement for Zoom however completely removing it at this stage will cause significant disruption.</p> <p>As MS Teams embeds more in the authority and life returns to back to a new normal post pandemic the requirement for Zoom will decrease.</p>
Affected wards:	N/A
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

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

	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 Leonardo Tantari - CDIO	
	Signature 	Date 15/07/2021

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.