

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 type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director, Communities Housing and Environment		
Contact person:	Alison Gilliland		Telephone number: 0113 3760300
Subject²:	Request to award Supply of Litter Bins and Street Recycling Bins Contract - DN530269		
Decision details³:	<p>What decision has been taken?</p> <p>a) The Chief Officer, Environmental Services approved the award of the contract for the provision of litter bins, street recycling bins and coffee cup recycling bins to the contractors below:</p> <ul style="list-style-type: none"> • Lot 1 – On street Leeds bins and City centre bins to Wybone Ltd (£79,684 per annum) • Lot 2 – On street recycling bins to Wybone Ltd (£43,250.00 per annum) • Lot 3 – On street coffee cup recycling bins to Leafield Environmental Ltd (£24,500.00 per annum) <p>b) The new contract is to start on 2nd August 2021 for 1 year until 1st August 2022 with 4 x 12 month extensions available.</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 decision was made following a full procurement process. Both suppliers returned satisfactory evaluations on quality and provided the lowest price per lot.</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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The use of an existing ESPO framework for litter bins was an option that was considered, but it would not have allowed the option use the bespoke specification that is in use for the Leeds bin and better value for money has been achieved by undertaking a procurement process.</p>
Affected wards:	All wards
Details of consultation undertaken⁴:	<p>Executive Member N/A</p> <p>Ward Councillors N/A</p> <p>Others Procurement undertaken with advice from the PACS team.</p>
Implementation	Alison Gilliland is accountable officer and contract to commence on 2 nd August 2021
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

	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 John Woolmer - Chief Officer, Environmental Services	
	Signature; 	Date 22/7/2021

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.