

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	Director of Adults and Health		
Contact person:	Katie Cunningham		Telephone number: 07891 272012
Subject²:	Authority to undertake a procurement exercise in accordance with Contracts Procedure Rule (CPR) 3.1.7 for the supply of Community Equipment		
Decision details³:	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 Director of Adults and Health approved the undertaking of a procurement exercise to procure a four year framework agreement. The timescale for implementation is 1 st June 2022 The Service Delivery Manager for Assisted Living Leeds will be the officer responsible for the implementation		
	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) See report		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision See report		

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.

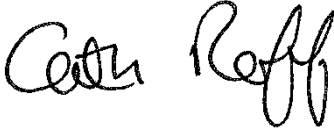
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member Cllr Venner – Exec member for Adults and Health 16 th August 2021
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation Service Delivery Manager – Assisted Living Leeds City Council June 2022
List of Forthcoming Key Decisions⁵	Date Added to List:- January 2021
	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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.

	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 Cath Roff - Director of Adults and Health	
		Date 18 th August 2021

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.