

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 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 checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director Resources		
Contact person:	Dylan Owen – Applications Manager		Telephone number: 0113 3788144
Subject²:	Approval to award a new contract under Regulation 32(2)(b)(ii) of the Public Contract Regulations 2015 - use the Negotiated Procedure without prior publication of a contract notice – to Cornerstone on Demand Ltd for the provision of Licensing, Development & Support and Maintenance of the Council's Performance and Learning and e-Recruitment System (PALS).		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Officer Human Resources approved the award of a new contract under Regulation 32(2)(b)(ii) of the Public Contract Regulations 2015 - use the Negotiated Procedure without prior publication of a contract notice – to Cornerstone on Demand Ltd for the provision of Licensing, Development & Support and Maintenance of the Council's Performance and Learning and e-Recruitment System (PALS).</p> <p>The new contract will be awarded for a maximum three (3) year period, from 14th October 2021 to 13th October 2024 and will include an option to terminate the contract after two (2) years.</p> <p>The total value of the new contract for the full three (3) year term will be £778,336. If the contract is terminated after two (2) years, the value would be £558,675.</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>		

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.


	Please refer to attached Report	
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.	
	Please refer to attached Report	
Affected wards:	None	
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Dylan Owen, to be implemented upon contract award.	
List of Forthcoming Key Decisions⁵	Date Added to List:- 9 th July 2021	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A	
	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: N/A	
	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 Chief Officer Human Resources – Andrew Dodman	
	Signature 	Date 19/08/21

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