

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 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 of Adults and Health		
Contact person:	Debbie Ramskill		Telephone number: 07891 279039
Subject²:	Permission to procure a Laundry & Linen Service		
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.)		
	<p>a) The Director of Adults & Health approved the commencement of a procurement exercise to award a contract for the supply of laundry and linen services for the Council's Care Delivery Service. The contract will commence from the 1st June 2022 for a period of 12 months with the option to extend for a further 1 + 1 + 1 years at a value of £160k per year.</p> <p>b) The Director of Adults & Health approved the request for authority to utilise the Crown Commercial Services framework to conduct the further competition by which the contract will be awarded; And for implementation discussions to take place with the successful supplier once the contract is awarded.</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)		

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>The current contract is with ELIS Ltd (formally known as Central Laundry Limited) which was procured via the CCS framework and will expire on 31st May 2022 with no option to extend.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member Cllr Venner – 12 th August 2021
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation Karla Gallon June 2022
List of Forthcoming Key Decisions⁵	Date Added to List:- 11 th August 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 _____

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

Call In	Is the decision available ⁷ for call-in?	<input checked="" type="checkbox"/> Yes	<input 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 Cath Roff – Director of Adults and Health		
			Date 22 nd September 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.