

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 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 checked="" 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	Neil Evans		
Contact person:	Mandy Snaith		Telephone number: 07958 454438
Subject²:	Authority to Procure Driver CPC Training Contract		
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.)</p> <p>The Chief Officer Civic Enterprise Leeds approved:</p> <ul style="list-style-type: none"> a) the request to commence a procurement exercise for a contract for the provision of Driver CPC training. b) For a maximum period of 5yrs (3yrs plus 2 x 12 month extension). The overall estimated value of the contract is £184.937.5 if all extension options are exercised. <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> <ul style="list-style-type: none"> • Budget provision is available and costs are recharged back to other services. • Delivery of this is a legal requirement for all staff to undertake CPC training to maintain the "0" Operators License. • There is a training need requirement that has been identified through staff and appraisal process. 		

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> <ul style="list-style-type: none"> The delivery and retention of in-house training would require additional qualified operatives to be employed who would be required to write course material, maintain and deliver.
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	<p>Others</p> <p>Consultation has been undertaken with Transport Logistic Officers (TLO) who use our services from a training perspective for their staff and that of a commercial aspect for the maintenance off their vehicles.</p>
Implementation	Officer accountable, and proposed timescales for implementation
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	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

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 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 Sarah Martin	
	Signature 	Date: 27.05.2021

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.