

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 of Resources		
Contact person:	Mandy Snaith	Telephone number: 37 82332	
Subject²:	Authority to Procure a Contract for the Supply of Vehicle Parts for Fleet Services Repairs and Maintenance		
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 Resources approved the Authority to Procure a contract for the supply of vehicle parts for Fleet Services repairs and maintenance.		
	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) The current contract DN293508 is due to expire on 31 January 2022, with no option to extend. A new contract is required to enable fleet services to continue maintaining and repairing council vehicles. PACS will support fleet services with the procurement.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A		
	Affected wards: N/A		

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.

Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation Mandy Snaith – new contract to be in place for 1 February 2022		
List of Forthcoming Key Decisions⁵	Date Added to List:- 14/07/2021		
	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: 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
	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 25/10/21	

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.

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