

Delegated Decision Notice

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

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| Decision type | <input type="checkbox"/> Key Decision | <input checked="" 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 | Director of Public Health | | |
| Contact person: | Leanne Powell | | Telephone number: 07712214810 |
| Subject²: | Tender evaluation and contract award of Leeds Mindful Employer Service (DN553833) | | |
| 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 award of a contract to Leeds Mind for the Leeds Mindful Employer Service (DN553833). The value of this decision is £112,500 to cover a 3-year contract period commencing on 1 st April 2022. The contract will also include the option to extend for a period of up to 24 months as approved in the Authority to Procure dated 2 nd December 2020. | | |
| | 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) | | |
| | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision The tender documents were published on YORtender on 27 th August 2021. Tender requirements were for the submission of a response to a suitability assessment question, method statement questions, the completion of a price schedule and confirmation of social value commitments. One submission was | | |

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.

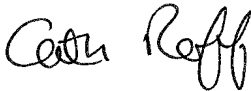
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| | received on time, ahead of the deadline of 12 noon on 29th September 2021. | |
| Affected wards: | All | |
| Details of consultation undertaken⁴: | Executive Member Cllr Arif was briefed on 8 th November 2021 | |
| | Ward Councillors | |
| | Others | |
| Implementation | Officer accountable, and proposed timescales for implementation <ul style="list-style-type: none"> • The mobilisation period will commence in January 2022 • The contract will commence 1st April 2022 Senior Commissioning officer is responsible for implementation | |
| List of Forthcoming Key Decisions⁵ | Date Added to List:- | |
| | 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 type="checkbox"/> Yes <input checked="" 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.

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| | 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 1 st Dec 2021 |

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