

Delegated Decision Notice (DDN)

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

Decision type	Key Decision X	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"/> X over1,000,000	<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	The Director of Resources		
Contact person:	Alex Watson	Telephone number: 07891 276514	
Subject²:	Agency Supply Contract Award		
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 recommendation to call off Lot 1 of the YPO 942 Framework for Managed Services for Contingent Labour (Master Vendor Model) and make an award to Reed Specialist Recruitment Ltd for a 2 year contract, with further extension for another 2 years.		
	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) Following decisions regarding how to renew LCCs agency supply contract, a mini tendering exercise was undertaken. This used the YPO frawework contract, Reed Specialist Recruitment Ltd were deemed to be the best supplier. The contract is estimated to cost around £5.5M p.a. and will support on-going arrangements to hire agency workers.		

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 on Authorised decision maker

A
Signature

Date

Give title of Director with delegated??responsibility for function to which decision relates.

If the decision is key and has appeared on relevant dispensation given.

Signature

Date

Give title of Director with delegated??responsibility for function to which decision relates.

If the decision is key and has appeared on relevant dispensation given.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		
	The decision to award the contract marks the end of a process where different options for our agency supply were considered. As there was a clear preferred supplier, no alternative options are being put forward		
Affected wards:	None		
Details of consultation undertaken⁴:	Executive Member - Resources		
	Trade Unions		
	Ward Councillors		
	N/A		
Implementation	Officer accountable, and proposed timescales for implementation Alex Watson – Contract to start in January 2022		
List of Forthcoming Key Decisions⁵	Date Added to List: June 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 _____		
Call In	Is the decision available ⁷ for call-in?	Yes X	No

??responsibility for function to which decision relates.

If the decision is key and has appeared on 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,.	
Approval of Decision	Authorised decision maker ⁸ The Director of Resources – Neil Evans	
	<i>R.N. Evans</i>	09/12/21

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