

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 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	Deputy Director – Social Care		
Contact person:	Helen Stevens		Telephone number: 0113 3785426
Subject²:	Permission to utilise LCC framework: Yorkshire & Humber Discovery & Framework Services Framework (Yortender ref: ITS201396) as part of the Data Acceleration Fund		
Decision details³:	<p>The Deputy Director is asked to provide permission to utilise the existing LCC framework: Yorkshire & Humber Discovery & Framework Services Framework (Yortender ref: ITS201396) to establish a contract with a provider on the framework.</p> <p>The contract will be commence as soon as possible following evaluation of the mini-competition: this will be in December 2021- January 2022. The contract will expire on 31st March 2023.</p> <p>The contract will be established where we pay an agreed daily rate and pay only for the days used (called off): in line with the price element of the successful bidder. The total value for year 1 (2021/22) is £50k and the total value for year 2 (2022/23) is £100k. Therefore the total contract value is £150k</p> <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> <p>Leeds City Council & Bradford Council were successful in being awarded funding from the Data Acceleration Fund (DAF). The DAF programme has identified a need to appoint an external contractor to deliver elements of the DAF bid.</p> <p>The value of the contract and the existence of an existing framework requires permission to utilise the framework in line with Contract Procedure Rules.</p> <p>Consultation has also taken place with Integrated Digital Service (IDS) to</p>		

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.

	confirm that we are able to utilise the framework.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision A direct award was considered and rejected as there may be more than one organisation with experience to deliver the service.
Affected wards:	Citywide
Details of consultation undertaken⁴:	Executive Member: N/A
	Ward Councillors: N/A
	Others: Consultation has taken place with Bradford; as the partner Local Authority to the DAF bid.
Implementation	Officer accountable, and proposed timescales for implementation: The Head of Commissioning & Market Management is responsible for implementing the decision alongside the Head of Service: Intelligence & Policy.
List of Forthcoming Key Decisions⁵	Date Added to List:- N/A
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A
	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 _____

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		
	Signature: 	Date: 22 December 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.