

Delegated Decision Notice (DDN) D54772 07/01/22

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	Resources		
Contact person:	Claudine Dawson, Assistant Head of Business Support Centre		Telephone number: 0113 37 86533
Subject²:	Approval to award a contract for signage installation services		
Decision details³:	What decision has been taken? The Director of Resources approved a decision to award a contract for the installation of signage services to the preferred bidder, Vision Leeds, for a period of two years (plus an optional 12 months extension) commencing January 2022 on a schedule of rates basis (approximately £50k per year). Please refer to the 'Approval to award a contract for signage installation services to the preferred bidder report'		
	A brief statement of the reasons for the decision The current provision is off-contract. The procurement has been carried out in an open and transparent manner in line with Contract Procedure Rules by ensuring competition is sought to identify best value.		
	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		
	Executive Member		

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:	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Claudine Dawson, Assistant Head of BSC, Contract live date – January 2022.	
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 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 _____	
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 Director of Resources, Neil Evans	
	Signature <i>R.N. Evans</i>	Date 06/01/21

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.