

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input checked="" 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
<b>Director<sup>1</sup></b>	Director of Communities, Housing & Environment		
<b>Contact person:</b>	Claire Hern		Telephone number: 37 86002
<b>Subject<sup>2</sup>:</b>	The supply of bulk gas and bottled gas cylinders		
<b>Decision details<sup>3</sup>:</b>	<p>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.)</p> <p>The Chief Officer Parks and Countryside has approved the following;</p> <p style="margin-left: 40px;">a) To award a contract for 4 years from 1<sup>st</sup> February 2022 to Flogas Britain Limited for the supply of bulk gas for a value of up to £15,000 per annum.</p> <p style="margin-left: 40px;">b) To award a contract for 4 years from 1<sup>st</sup> February 2022 to Calor Gas Limited for the supply of gas cylinders for a value of up to £2,000 per annum.</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>To seek approval to enter into a new contract for the supply of bulk gas with Flogas Britain Ltd and for the supply of gas cylinders with Calor Gas Ltd. Our current contract is due to expire on 31<sup>st</sup> January 2022.</p> <p>The supply of bulk gas is required for heating council premises which are in locations that are not linked to the national gas network. Bottled gases are required for a variety of uses including welding and to power forklifts.</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  See attached report.	
<b>Affected wards:</b>	None	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  New contracts to start from 1 <sup>st</sup> February 2022	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>6</sup></b>	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 _____	
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</sup> 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.

	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Chief Officer Parks and Countryside, Sean Flesher	
	Signature 	Date 11 <sup>th</sup> January 2022

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