

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 |
| Director¹ | Director of Adults and Health | | |
| Contact person: | Katie Cunningham | Telephone number: 07891272012 | |
| Subject²: | To approve the contract award for the Supply of Community Equipment | | |
| 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 Deputy Director of Adults and Health : Approved the award of a 4-year Framework contract. Approved the proposed timescale for implementation from 1st June 2022. Noted that the Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation. | | |
| | 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 A full open competitive procurement process will be undertaken to ensure that the | | |

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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| | Council obtains best value for money, in terms of fit for purpose products at the best price. | |
| Affected wards: | All | |
| Details of consultation undertaken⁴: | Executive Member for Health, Wel-being and Adults was consulted on 19 th April 2022 | |
| | Ward Councillors | |
| | Chief Digital and Information Officer ⁵ | |
| | Chief Asset Management and Regeneration Officer ⁶ | |
| | Others | |
| Implementation | Officer accountable, and proposed timescales for implementation Service Delivery Manager – June 2022 | |
| List of Forthcoming Key Decisions⁷ | 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 report⁸ | 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 ⁹ 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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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 ¹⁰ Shona McFarlane - Deputy Director of Adults and Health | |
| | <i>Shona McFarlane</i> | Date 27 th April 2022 |

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.