

Delegated Decision Notice

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	Chief Officer Civic Enterprise Leeds		
Contact person:	Mandy Snaith	Telephone number:	
Subject²:	Contract Extensions for DN389827 the Supply of Bread and Morning Goods		
Decision details³:	<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 Civic Enterprise Leeds approved the contract extensions from 8th May 2022 for a period of 12 months as follows:</p> <p style="padding-left: 40px;">Lot 1 Fresh Bread (Contract Catering) to Fresh Pastures Ltd from 8th May 2022 for a period of 12 months estimated value £95,000</p> <p style="padding-left: 40px;">Lot 2 Baked Artisan Breads and Morning Goods to Haigh's (Guiseley) Ltd from 8th May 2022 for a period of 12 months estimated value £10,000</p> <p style="padding-left: 40px;">Lot 3 Baked Traditional Cakes and Savouries to Haigh's (Guiseley) Ltd from 8th May 2022 for a period of 12 months estimated value £35,000</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>PACS have advised contract extensions as above are allowed under the original contract terms</p> <p>Benchmarking continues to demonstrate value for money.</p> <p>Suppliers are locally based companies.</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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
Affected wards:		
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Chief Digital and Information Officer ⁵	
	Chief Asset Management and Regeneration Officer ⁶	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Head of catering Services – required by 8 th May 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.

	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 Sarah Martin	
	Signature 	Date: 20.04.2022

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