

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 £500,00 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Chris Ashby Deputy Markets manager	Telephone number: 0113 378 1944	
Subject²:	Provision of Security services at Leeds Kirkgate Market – Permission to conduct a further competition under Sub-Lot A of the Eastern Shires Purchasing Organisation’s (‘ESPO’) Framework 347 ‘Security Services’		
Decision details³:	What decision has been taken?		
	The Chief Officer Operations approved a procurement exercise under Sub-Lot A of the ESPO Framework 347 – ‘Security Services’ to award a three year contract (with an option to extend for a further year) for the provision of Security services at Leeds Kirkgate Market.		
	A brief statement of the reasons for the decision		
	Continuing to have an effective security presence at Leeds indoor and outdoor market is key to supporting the market team in achieving the Kirkgate Market Strategy Vision (2021-2026) in particular to ensure the market remains an attractive, safe and welcoming destination where our investment secures the unique offer for future generations.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		
	There is the option to make an immediate appointment of a supplier from the ESPO framework based on prices and information already submitted. However given the significant cost of the contract, most of which is funded by the market traders through their rental agreements, and also the high profile nature of the contract, it is considered prudent to undertake a further competition to ensure the best supplier for the market service’s specific requirements s appointed.		
Affected wards:	Little London and Woodhouse.		

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:	Executive Member n/a		
	Ward Councillors n/a		
	Chief Digital and Information Officer ⁵ n/a		
	Chief Asset Management and Regeneration Officer ⁶ n/a		
	Others n/a		
Implementation	Officer accountable, and proposed timescales for implementation Chris Ashby, Deputy Markets Manager – Implementation 4 th November 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 n/a		
	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
	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 Phil Evans, Chief Officer, Operations and Active Leeds		

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.

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

	<p>Signature</p> 	<p>Date</p> <p>12 May 2022</p>
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