

## Delegated Decision Notice

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

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 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>	Martin Farrington, Director of City Development		
<b>Contact person:</b>	Stuart Dornford-May	Telephone number: 0113 378 87143	
<b>Subject<sup>2</sup>:</b>	Requesting to commence a procurement exercise for the supply of beers, wines, spirits and soft drinks to Leeds City Council		
<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 Culture and Economy has approved the contents of this report and agreed to the commencement of a procurement exercise in order to secure a contract for the supply of beers, wines, spirits and soft drinks. The contract will start on 1 January 2023.</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>Securing a new contract can help protect prices for the duration of the contract.</p> <p>A competitive tender process will be undertaken including a Pre-Qualification Questionnaire and subsequent invitation to tender. The contractor will be approved on the bases of the one that best fits Leeds City Council needs in terms of mix, quality and price.</p> <p>Leeds City Council want to offer a complete package to clients, this contract will help with the running and organising of drink sales to cover all functions and enable us to continue on making improvements to the current operation to increase revenues.</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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>As this is an essential element and only method of delivering secondary sales across Leeds City Council services there was no alternative option to be considered.</p>
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others - Procurement and Commercial Services
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Officer accountable is Stuart Dornford-May, Venues Manager, Arts, Events &amp; Venues.</p> <p>May to August 2022 – Scoping, September – Tender, October – Evaluation, November – Award, December – Mobilisation. 1 January 2023 – Start of Contract.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 7 April 2022
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>


<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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

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

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

<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Chief Officer Culture and Economy, Eve Roodhouse		
	Signature 	Date 8 June 2022	

<sup>9</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.

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