

## 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 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<br><input type="checkbox"/> £500,000 to £1,000,000<br><input type="checkbox"/> over £1,000,000   | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000<br><input type="checkbox"/> £100,000 to £500,000<br><input checked="" type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000 |
| <b>Director<sup>1</sup></b>          | Director of Resources  |  |  |
| <b>Contact person:</b>               | Mandy Snaith   | Telephone number:  |  |
| <b>Subject<sup>2</sup>:</b>          | Contract Extensions for DN401847 supply of raw meat, sausages and chilled cooked meats for 12 months from 18 <sup>th</sup> July 2022.  |  |  |
| <b>Decision details<sup>3</sup>:</b> | <p>What decision has been taken?<br/>           (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 CEL approved the contract extensions from 18<sup>th</sup> July 2022 for a period of 12 months as follows:</p> <p style="padding-left: 40px;">Lot 1 Fresh Raw Meat to J W Young (Butchers) Ltd from 18<sup>th</sup> July 2022 for a period of 12 months estimated value £650,000</p> <p style="padding-left: 40px;">Lots 2 and 3 Halal Meat to J W Young (Butchers) Ltd from 18<sup>th</sup> July 2022 for a period of 12 months estimated value £150,000</p> <p style="padding-left: 40px;">Lot 4 Cooked Chilled Meats to J &amp; S Foods from 18<sup>th</sup> July 2022 for a period of 12 months estimated value £45,000</p> <p style="padding-left: 40px;">Lot 5 Specialist Quality Meats to Doric Game Ltd from 18<sup>th</sup> July 2022 for a period of 12 months estimated value £50,000</p> <p style="padding-left: 40px;">This significant operational decision is a direct result of a key decision ref D47873 taken on 22.8.2018.</p> |  |  |
|                                      | <p>A brief statement of the reasons for the decision<br/>           (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>  |  |  |

<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>Benchmarking continues to demonstrate value for money.<br/>SExisting Suppliers are locally based companies.</p>                              |
|  | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision                       |
| <b>Affected wards:</b>                                 | All   |
| <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  |
| <b>Implementation</b>                                  | <p>Officer accountable, and proposed timescales for implementation</p> <p>Head of catering Services – required by 18<sup>th</sup> July 2022</p> |
| <b>List of Forthcoming Key Decisions<sup>7</sup></b>   | Date Added to List:- n/a  |
|  | <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<br>Signature _____ Date _____   |
| <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:  |
|  | If published late relevant Executive member's approval<br>Signature _____ Date _____  |


<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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|                             | <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>10</sup><br>Sarah Martin Chief Officer  |                              |  |
|                             | Signature<br>                     | Date<br>29.06.2022           |  |

<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.