

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 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	Resources		
Contact person:	Mandy Snaith	Telephone number: 37 82332	
Subject²:	To approve the award of contract for the supply of fresh fruit and vegetables		
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 award of a contract for the supply of fresh fruit and vegetables to GT Produce Ltd for the period of 3 years from 1 September 2022 to 31 August 2025 with the option of 2 x 12 month extensions at an estimated value of £1.1million per annum</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>This is a significant operational decision is as a consequence of a key decision ref D54674 taken on 07/12/2021. It is therefore not subject not call-in.</p> <p>A compliant tender was published on YorTender in conjunction with PACS who advised during the whole process.</p> <p>There was only one tender bid received.</p> <p>GT Produce Ltd provided a compliant tender bid, which passed all the necessary quality criteria and vetting.</p> <p>The tender bid suggests significant savings due to competitive pricing and seasonality factors.</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 – new contract to be in place by 1 August 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.

	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p>Approval of Decision</p>	<p>Authorised decision maker¹⁰ Sarah Martin Chief Officer Civic Enterprise Leeds</p>	
	<p>Signature</p> 	<p>Date: 06.07.2022</p>

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