

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	Resources		
Contact person:	Sonya McDonald	Telephone number: 0113 37 88693	
Subject²:	Authority to make two direct awards for the provision of Blue Badge Digital Services:		
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 Director of Resources approved a decision to make a direct award for the provision of Blue Badge Digital Services.</p> <p>The decision was to make two direct awards for the provision of Blue Badge Digital Services:</p> <p>1 Application and Blue Badge Management awarded to Valtech Ltd ('Valtech')</p> <p>2 Printing and Dispatch of Blue Badges awarded to Allied Publicity Services (Manchester) Ltd ('APS') under Contract Procedure Rule 9.5 which states: "Where the relevant Chief Officer considers there is genuinely no competition such that only a particular organisation or provider can meet the Council's specific requirements ... a waiver of CPRs 9.1 and 9.2 need not be obtained".</p> <p>Each contract has value of £40k per year and the contract term for each contract is 5.02.2020 to 4.02.2024 (awarded retrospectively).</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.

	<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>The Department for Transport (DfT) is responsible for letting the contract with the service management provider for Blue Badge Digital Services and for the ongoing management of that contract. All local authorities in the UK may access the services via access agreements to the DfT central contract.</p> <p>All Local Authorities in the UK may access the contracts made by the Department for Transport for Blue Badge application and badge management, and printing and despatching badges. agreements (known as the Blue Badge Digital Service – BBDS) via ‘access agreements’ to the DfT central contract. The direct award to Valtech and APS will update the existing access agreements in place between the council and these suppliers.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>No other options were considered as it is a requirement to use the suppliers that have been specified by the DfT.</p>
Affected wards:	n/a
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Sonya McDonald, Head of Shared Services.</p> <p>Immediate, as this is a continuation of existing services provided by the</p>

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.

	named suppliers.		
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
	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 The Director of Resources – Neil Evans		
	Signature <i>R.N. Evans</i>	Date 28/07/2022	

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.