

Delegated Decision Notice (DDN)

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:	Michal Kokot	Telephone number: 0113 5351921	
Subject²:	Awarding a Framework Agreement: 49143 - ITS190129 Ergonomic and Assistive Technology Products and Services Framework.		
Decision details³:	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.) The Chief Digital and Information Officer gave approval to award of a Framework Agreement to Bennett Workplace Solutions Ltd for the provision of Ergonomic and Assistive Technology Products and Services for a period of four (4) years from 1st September 2022 to 31st August 2026, with no further options to extend.		
	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) Refer to report – attached.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Refer to report – attached.		
Affected wards:	N/A		
Details of consultation	Executive Member N/A		


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.

undertaken⁴:	Ward Councillors N/A		
	Chief Digital and Information Officer ⁵ Leonardo Tantari – approval to go out to tender granted on 18/01/2022		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others Representatives from the Council’s Disability and Wellbeing Network (DAWN).		
Implementation	Officer accountable, and proposed timescales for implementation Michal Kokot & Melvin Thompson To be implemented and ready for ‘go-live’ from 01/09/2022.		
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A		
	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: N/A		
	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: N/A		
Approval of Decision	Authorised decision maker ¹⁰ Leonardo Tantari – Chief Digital & Information Officer		
	Signature _____	Date -1/08/22	

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.

		
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