

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 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
Director¹	The Director of Resources		
Contact person:	Rachael Midgley Young	Telephone number: 0113 3785459	
Subject²:	Award of Contract to Cyber-Duck for the provision of specialist services to rebuild the Leeds City Council Web Estate on the Drupal platform.		
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 gave approval to award a Call-off Contract following a mini-tender via the Crown Commercial Services (CCS) Digital Outcomes & Specialists 5 (DOS 5) Framework to Cyber-Duck for the provision of specialist services to rebuild the Leeds City Council Web Estate on the Drupal platform to be hosted on AWS for a period of up to 18 months to commence circa 17th August 2022.</p> <p>This is a significant operational decision and exempt from call - it is a direct consequence of key decision ref D55104</p> <p>Please refer to report attached.</p> <hr/> <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>Please refer to report attached.</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 Please refer to report attached.		
Affected wards:	ALL		
Details of consultation undertaken⁴:	Executive Member N/A		
	Ward Councillors N/A		
	Chief Digital and Information Officer ⁵ Leonardo Tantari – approved request on 04/05/22 to go out to tender		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others Consultation and engagement took place within Integrated Digital Services, LCC		
Implementation	Officer accountable, and proposed timescales for implementation Rachael Midgley Young To be implemented from late 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 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

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: N/A</p>	
<p>Approval of Decision</p>	<p>Authorised decision maker¹⁰ Neil Evans – Director Resources</p>	
	<p>Signature</p> 	<p>Date 10/8/22</p>

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