

## 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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of Adults and Health		
<b>Contact person:</b>	Iris Berkeley	<b>Telephone number:</b> 0113 37 83840	
<b>Subject<sup>2</sup>:</b>	Request to use the provision in Public Contract Regulation 2015, Regulation 32(b) (ii) Negotiated Procedure without prior publication to enter into a contract with Leeds Centre for Integrated Living (LCIL) for 12 months plus up to an additional period of 12 months for the maximum value of £1,004,834 for the provision of a Payroll and Managed Bank Account (MBA) Service from 1 <sup>st</sup> September 2022.		
<b>Decision details<sup>3</sup>:</b>	<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 Adults and Health approved Adults and Health and Children's Services request to the use of the provision of the Public Contract Regulations 2015, Regulation 32(b) (ii) Negotiated Procedure without prior publication to enter into a contract with Leeds Centre for Integrated Living (LCIL) for 12 months with an addition extension period of up to 12 months, to the maximum value of £1,004,817 (502,417 per annum) for the provision of a Payroll and Managed Bank Account Service from the 1<sup>st</sup> September 2022.</p> <p>The request to utilise PCR 2015 Reg 32(b) (ii) negotiated procedure without prior publication to award a contract to LCIL is to enable Adults and Health to re procure the previous unsuccessful tender; to embed the newly transferred in house LCC service – (Leeds Direct Payment and PA Support Hub) into Adults and Health and to enable the wider review on Direct Payments in the city to take place.</p> <p>The contract award will continue the provision of a Payroll/MBA service to Adults and Health and Children and Families and the contract value will be met through existing Adults and Health and Children Services budgets.</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>		

<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.

	See report
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  See report
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member for Adults, Health and Wellbeing 18 <sup>th</sup> July 2022
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  The Head of Service Commissioning is the officer responsible for implementation of this contract and will liaise with Procurement and Commercial Services (PACS) to oversee its implementation before the existing arrangement expires on 31st August 2022. PACS will be requested to issue a 12 month plus up to an addition 12-month contract.
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 27 <sup>th</sup> June 2022
	<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  Signature <span style="float: right;">Date</span>
<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:

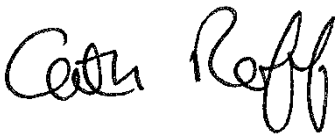
<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<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

	If published late relevant Executive member's approval	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes <input 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> Cath Roff – Director of Adults and Health	
		Date 31 <sup>st</sup> August 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.