

## 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 type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Resources		
<b>Contact person:</b>	Mandy Snaith	Telephone number: 37 82332	
<b>Subject<sup>2</sup>:</b>	Authority to Procure Contracts for the Supply of Catering Light Equipment and Catering Disposables		
<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 Chief Officer - Civic Enterprise Leeds approved the Authority to Procure contracts for the supply of catering light equipment and catering disposables for a period of 2years from 3 January 2023, with the option of 1 x 12 month extension Estimated annual value of £90,000 for Catering Light Equipment and £50,000 for Catering Disposables.Total value (including extension) £420,000.</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>The current contract DN333117 is due to expire on 1 January 2023, with no further options to extend option to extend.</p> <p>A new compliant contract is required to enable Leeds City Council to continue to provide catering services to the citizens of Leeds.</p> <p>PACS will support catering services with the procurement.</p> <p>The new contract will be for 2 year with 1x12 month extension.</p> <p>Estimated values – Catering Light Equipment £90,000 per annum. (£270,00 in total) and Catering Disposables £50,000 per annum (£150,000 in total)</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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	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  Mandy Snaith – new contract to be in place for 3 January 2023
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/A
	<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:
	If published late relevant Executive member's approval


<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

	Signature	Date	
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If <b>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> Sarah Martin, Chief Officer Civic Enterprise Leeds		
	Signature 	Date 18.05.2022	

<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.