

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	Rosie Harvey	Telephone number: 0113 37 86352	
Subject²:	Award of the Refuse Sacks and Food Caddy Liners Contract (53401) – ESPO Framework 860_22 – call off for Lot 9 - compostable liners to Cromwell Polythene Limited and Lot 10 – Plastic Refuse Liners to The Compost Bag Company Ltd.		
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.)		
	<p style="margin-left: 40px;">a) The Chief Officer for Environmental Services approved the award of contracts to:</p> <p style="margin-left: 80px;">a. Lot 9, Compostable Liners, Cromwell Polythene Limited.</p> <p style="margin-left: 80px;">b. Lot 10, Plastic Refuse Sacks, The Compost Bag Company Ltd</p> <p style="margin-left: 40px;">b) The estimated total value of the contracts is £664K.</p> <p style="margin-left: 40px;">c) The contracts will commence on 1st October 2022 and shall end on 30th September 2026.</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)		
	<ul style="list-style-type: none"> • Key service that needs protecting with secure contractual 		

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.

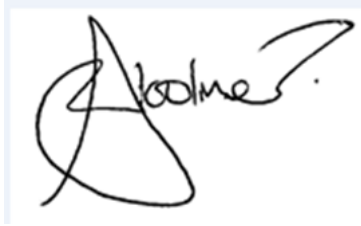
	arrangements <ul style="list-style-type: none"> Award is the conclusion of a previously agreed tender process 	
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
Affected wards:	N/A	
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation	
List of Forthcoming Key Decisions⁵	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 report⁶	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 ⁷ 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 Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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:</p>	
<p>Approval of Decision</p>	<p>Authorised decision maker⁸ Chief Officer Environmental Services – John Woolmer</p>	
	<p>Signature</p> 	<p>Date</p> <p>11/10/22</p>

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.