

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 Resources		
Contact person:	Richard Jackson	Telephone number:	
Subject²:	Recommendation to award a new contract for the Supply of Washroom Goods to Personnel Hygiene Services Limited (PHS Group Ltd).		
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 Chief Officer Civic Enterprise Leeds approved the award of a new contract for the supply of washroom services to Personnel Hygiene Services Limited (PHS Group Ltd).</p> <p>The new contract is due to commence on the 1st December 2022 for a period of 3 years, with a 1 x 12 month extension. Estimated annual value is £174,393, total value including extension £697,572 (including extensions).</p> <p>This decision is a direct consequence of a key decision D55185 taken on 29 April 2022 re Procurement of washroom services. It is therefore a significant operational decision and not open to call in</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> <p>The contract for the current supply of washroom services is due to expire on 30th November 2022 with no opportunity to extend.</p> <p>Washroom Goods are available to all service users within Leeds City Council.</p> <p>This contract with support Leeds City Council in delivering their statutory</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.

	<p>obligations to staff, members of the public and stakeholders.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Do Nothing – We could just allow the contract to expire, however any future spend would then be considered as off contract. This does not seem to be a feasible option.</p> <p>This is a statutory obligation for under the Workplace (Health, Safety and Welfare) Regulations 1992,</p> <p>There is also less time spent on the tendering exercise which in return will save money.</p> <p>.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member – consultation taken with being placed on the List of Forthcoming Key Decision on 17th March 2022.</p> <p>Ward Councillors</p> <p>Others Consultation / engagement has taken place between</p>
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁵	<p>Date Added to List</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

report⁶	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
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁸ The Chief Officer Civic Enterprise Leeds – Sarah Martin	
	Signature 	Date 05/10/22

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.

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