

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input 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 checked="" 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	Director of Resources		
Contact person:	Mandy Snaith	Telephone number: 37 82332	
Subject²:	To seek authority to procure a Contract for the Supply of Groceries and Provisions		
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 authority to procure contracts for the supply of groceries to commence 1st April 2023 for 16 months, with 1x12 month option to extend.</p> <p>Estimated value £1,800,000 per annum (£4.2 million including extensions)</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>A new contract for the supply of groceries is required to meet the requirements for catering operations across the city</p> <p>Leeds City Council require compliant contracts to ensure they can continue to provide groceries as a healthy and nutritious part of catering services that are provided across the city.</p> <p>Catering Leeds, with advice from Procurement and Commercial Services (PACS), will determine the best way to procure a new contract, The process may be by accessing a compliant framework, or by competitive tender using the YorTender portal. Any tender will also be advertised through Contracts Finder as advised by PACS.</p> <p>Leeds Catering and PACS have resources available to procure a new contract for the supply of groceries.</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 N/A	
Affected wards:	N/A	
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Chief Digital and Information Officer ⁵	
	Chief Asset Management and Regeneration Officer ⁶	
	Others PACS have advised there are no legal implications to procure a new contract for the supply of groceries.	
Implementation	Officer accountable, and proposed timescales for implementation Mandy Snaith – new contract to be in place for 1 st April 2023	
List of Forthcoming Key Decisions⁷	Date Added to List:- 10 th October 2022	
	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 report⁸	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 ⁹ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

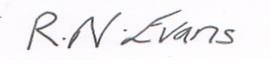
⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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.

	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 ¹⁰ The Director of Resources	
	Signature 	Date 29/11/22

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