

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 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
Director¹	Director of City Development		
Contact person:	Judith Fox – Public Health Manager	Telephone number: 07891 276756	
Subject²:	Procurement of Monitoring & Evaluation services		
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 Operations and Active Leeds approved a high value procurement via an open procurement through Yortender in accordance with CPR9, in relation to a DFT funded Active Travel Social Prescribing Pilot. The procurement will be for a maximum fee of £150,000.</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 decision has been taken to procure external consultants/academics to carry out specialist multidisciplinary Monitoring and Evaluation work. This work is in support of the DFT funded Active Travel Social Prescribing Pilot.</p> <p>On 12th August 2022 the DFT confirmed that Leeds City Council was one of 11 Local Authorities who were successful in becoming one of the Active Travel Social Prescribing Pilots. The Council has been awarded £1,373,444.00.</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>The decision to procure was taken as no internal provider with the level of expertise was available. We also sought to see if appropriate contract frameworks were available with our Academic partners in the City and the Leeds Integrated Care Board. No current or appropriate frameworks were available.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Not applicable</p>
Affected wards:	Burmantofts, Richmond Hill and Harehills
Details of consultation undertaken⁴:	<p>Executive Member Cllr Arif</p> <p>Ward Councillors Burmantofts, Harehills and Richmond Hill</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others Information Governance Procurement</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Various officers working under the auspices of an established Social Prescribing Steering Group</p> <p>Proposed timescales: Procurement via Yortender of December 2022 Procurement ends January 2023 Appointment by February 2023</p>

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.

List of Forthcoming Key Decisions⁷	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 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 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 ¹⁰ Phil Evans, Chief Officer Operations & Active Leeds • City Development
	Signature _____ Date 5 th December 2022 

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.

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