

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: 0113 37 88826
Subject²:	Contract Extension for Supply of Cleaning Materials, Chemicals and Equipment – DN445679		
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 a 1-year extension of the supply of cleaning materials, chemicals, and equipment framework contract to Trevor Iles Ltd, Arrow County Supplies Limited, and Banner Group Ltd effective from 14 February 2023 with an annual estimated value of £900,000. This is a significant operational decision as a direct result of a key decision taken on 25/11/2019 ref D50310 “Authority to procure a contract for the supply of cleaning materials, equipment and washroom goods” .</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>Civic Enterprise Leeds (CEL) Cleaning is Leeds City Council’s (LCC) Internal Service Provider (ISP) for the provision of all types of cleaning services to over 800 buildings throughout the city. CEL Cleaning turns over approximately £15m pa providing a fully comprehensive cleaning function to LCC’s clients and external organisations.</p> <p>The current framework contract with Trevor Iles Ltd, Arrow County Supplies Limited, and Banner Group Ltd is due to expire on 13 February 2023 and the proposal is that the final 1-year extension option is taken so that we remain both compliant with our corporate procedural rules and to continue to provide services under this contract.</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.

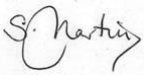
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
	N/A	
Affected wards:		
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Richard Jackson Current contract to be extended before its expiry on 13 th February 2023.	
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.

	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 CEL - Sarah Martin	
	Signature 	Date: 21.12.2022

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