

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 Resource		
Contact person:	Mandy Snaith	Telephone number: 01133782332	
Subject²:	Variation under Regulation 72 1 (e) to amend end date for contract 25203 for the Supply of Frozen Foods to Leeds City Council		
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 under regulation 72 1(e) the variation of the end date of contract 25203 for the supply of frozen foods, The contract end date is to be varied from 31 March 2023 to 31 July 2023 with an estimated value under £450,000.</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>Due to the un-anticipated end of the agreement with YPO for the supply of groceries and limited operational resources, the current supply of frozen food requires the end date of the contract to be varied by using Regulation 72 1(e). PACS legal and PACS have advised that this is a compliant means of varying the end date, and the reasons for doing so are acceptable.</p> <p>The contract continues to provide value for money.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision There is no in-house provider for the supply of frozen foods. Not having a compliant contract is not seen as an option.</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.

Affected wards:	n/a
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors n/a
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶ n/a
	Others PACS have been consulted on best route to obtain a compliant contract.
Implementation	Officer accountable, and proposed timescales for implementation Deputy Chief Officer Civoc Enterprise Leeds, Head of Catering and Fleet Services. A new contract needs to be in place by 1 April 2023
List of Forthcoming Key Decisions⁷	Date Added to List:- N/a
	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

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 Sarah Martin	
	Signature 	Date: 18.01.2023

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