

Delegated Decision Notice

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 checked="" 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 City Development		
Contact person:	Lee Paton		Telephone number: 0113 378 7701
Subject²:	Direct Contract Award – Leeds City Bikes (LCB) Sponsorship		
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 Head of Transport Planning:</p> <p>a) Noted the contents of this report</p> <p>b) Approved the direct award of a contract to Phar Partnerships Limited, in order that they can identify a suitable sponsor for Leeds City Bikes service.</p> <hr/> <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 LCB Project Team have identified, through discussions with other Local/Combined Authorities with bike share services such as TfGM, TfWM and TfL, that they have appointed an external agency (PHAR Partnerships Ltd.) to secure and maximise sponsorship revenue.</p> <p>As recognised industry experts in developing and securing sponsorship for bike hire services, it is proposed that PHAR Partnerships Ltd. are directly awarded the contract under CPR 8.3 which states ‘Where the relevant Director considers</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>there is genuinely no competition such that only a particular organisation or provider can meet the Council's specific requirements (e.g. when commissioning a unique product or service) a waiver of CPRs 8.1 and 8.2 need not be obtained'.</p> <p>PHAR will identify potential sponsors and will provide specialist support in negotiation revenue and duration of the sponsorship deal.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Throughout project development, no other agency offering this specialist service has been identified.</p> <p>The tender of this contract will be funded through the LCB Development TCF funding awarded in February 2022, is an efficient use of project funding and has potential to increase revenue and promote future growth of the LCB service.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Others N/A
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Transport Planning lead and Lee Paton to work with PACS throughout the tender process.</p>
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

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

	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
	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 Kate Morris, Head of Transport Planning	
	Signature 	Date 27 January 2023

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.