

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 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:	Richard Jackson	Telephone number: 0113 37 88826	
Subject²:	Authority to Procure a Dynamic Purchasing System for the provision of Transport 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 Director of Resources gave authority to procure a new four-year Dynamic Purchasing System for the provision of home to school transport of SEND children, children who are in the care of the Authority, and adult day centre transport to commence from the June 2023 with an annual estimated spend of £9 million.</p>		
	<p>A brief statement of the reasons for the decision</p> <p>Passenger Transport is commissioned by both Children's and Families and Adults and Health to provide transport for both children and young people with special educational needs and disabilities (SEND) and children who are looked after, as well as adults with learning difficulties in order that they can access day services, this is a statutory responsibility for the Council to undertake this duty.</p> <p>The aim is to procure a new Dynamic Purchasing System which encompasses all vehicles required to run this service, which will offer best value and will help manage the budget.</p> <p>Consultation has taken place with Childrens and Families, Adults and Health, Finance and PAC's.</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.

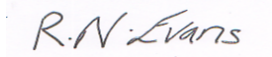
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.	
Affected wards:	All	
Details of consultation undertaken⁴:	Executive Member	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Richard Jackson	
List of Forthcoming Key Decisions⁵	Date Added to List:- 12 th December 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 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 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 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 Director of Resources – Neil Evans	
	Signature 	Date 02/02/23

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