

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Adults and Health		
Contact person:	Karla Gallon	Telephone number: 07595 218249	
Subject²:	47610 – Supply of Linen Hire and Laundry Services – Year One Extension		
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 Deputy Director of Social Work and Social Care Services has approved:-</p> <p style="margin-left: 40px;">A) The request to increase the cost of the existing Laundry and Linen service in line with CPI.</p> <p style="margin-left: 40px;">B) To amend the existing contract specification to include the supply and launder of face cloths.</p> <p>This decision relates to contract 47610 for which the extension has been approved (D55971). During the contract extension negotiations the contractor Elis UK Ltd have requested an increase in line with the annual CPI rate (10.1%). This is due to increased operating costs with a Textile Services Cost Index (TSCI) increase of 17.33%.</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>Finance have confirmed there is budgetary provision to support this request which amounts to approx. £16k per annum.</p> <p>Should this price increase not be approved, the contractor may not agree to extend the contract, resulting in a significant disruption to service while an alternative</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.

	supplier is procured.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A withdrawal of service would result in the regulated services being unable to launder linen for 206 care home and nursing home beds. Infection prevention and control measures are fundamental requirements when delivering such activities. Returning this service to in-house provision is forecasted to significantly increase costs and would require recruitment to six Laundry Assistant positions and the purchasing of all stock currently provided under this contract.</p>
Affected wards:	Rothwell, Morley, Otley and Yeadon, Beeston and Holbeck,
Details of consultation undertaken⁴:	<p>Executive Member Councillor Venner</p> <p>Ward Councillors Rothwell – Cllrs Chapman, Hart-Brooke and Golton Morley South – Cllrs Kidger, Newton and Senior, Beeston and Holbeck – Cllrs Almass, Moloney & Scopes Killingbeck and Seacroft – Cllrs Tudor, Dye & Jenkins Otley and Yeadon – Cllrs Lay, Campbell & Downes</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶ N/A</p> <p>Others</p>
Implementation	Officer accountable, and proposed timescales for implementation
List of	Date Added to List:-

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.

Forthcoming Key Decisions ⁷	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 report ⁸	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 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 Shona McFarlane, The Deputy Director of Social Care and Social Care Services	
	Signature <i>Shona McFarlane</i>	Date 6/3/23

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.