

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:	Tony Bailey	Telephone number: 0113 37 85822	
Subject²:	Approval to enter into a contract for a Tail Spend Solution		
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 Tail Spend Solution from 1st April 2023 to 31st March 2027 (subject to the successful trial of up to 6 months with CEL).</p> <p>The estimated contract value is £500,000 per annum.</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>Tail Spend Solution is a digital purchasing system which the Buyer and Supplier will use. These are products that are often low volume and low value which we buy to meet a specific, short term need and are unlikely to buy again or in the near future. The tail spend solution will enable the council to capture this expenditure and re-brand as on contract spend that delivers social value based on local spend with local (Leeds) suppliers.</p> <p>A new contract for a Tail Spend Solution is required to meet the council's obligation that further supports on-contract compliant expenditure for small value orders.</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.


	Procurement and Commercial Services (PACS), has determined the best way to procure the Tail Spend Solution via Crown Commercial Services framework contract RM6202 under a direct award to Mercateo UK Ltd.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A
Affected wards:	ALL
Details of consultation undertaken⁴:	Executive Member Cllr Coupar
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others Director of Resources Chief Officer – Financial Services Head of PACS
Implementation	Officer accountable, and proposed timescales for implementation Tony Bailey – 1 st April 2023
List of Forthcoming Key Decisions⁷	Date Added to List:- 10 th August 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	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

report⁸	If published late relevant Executive member's approval	
	Signature	Date
Call-in	Is the decision available ⁹ for call-in?	<input checked="" 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 The Director of Resources – Neil Evans	
	Signature 	Date 20.02.23

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.