

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Mark Durham	Telephone number: 0117 378 7749	
<b>Subject<sup>2</sup>:</b>	Direct award of contract to Springboard for footfall counting		
<b>Decision details<sup>3</sup>:</b>	<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, Operations and Active Leeds approved the direct award of contract under Contract Procedure Rule 8.3. to Springboard for a period of two years, to continue to provide footfall counting services for Leeds city centre. The contract will commence on 06 March 2023 for a period of two years at a contract value of £27,809.</p> <p>A re-tendering exercise shall take place before the end of the new contract.</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>The justification for the Direct Award is that only Springboard can fulfil the Council's specific requirements at this time because:</p> <p style="margin-left: 40px;">a) Springboard are the only organisation that can provide guaranteed comparability to the existing (15 year) data set. Backwards comparability and consistency of measuring methods is the key aspect of any footfall counting system.</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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


<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>b) Springboard are the largest footfall counting organisation in the UK, holding data for over 250 locations. This means Springboard are uniquely placed to assess Leeds' data against that of other locations, and the Council is provided with regular benchmarking updates as part of the existing contract. Moreover, Springboard provide footfall data for Leeds city centre's largest shopping centre, so this also provides a useful comparator.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option is to re-tender now. This was rejected for the reasons above but a re-tendering exercise will be carried out before the end of the contract above.</p>
<b>Affected wards:</b>	Little London and Woodhouse
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member n/a
	Ward Councillors n/a
	Chief Digital and Information Officer <sup>5</sup> n/a
	Chief Asset Management and Regeneration Officer <sup>6</sup> n/a
	Others n/a
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Mark Durham – direct award to be issued immediately to last for a 2 year period.</p>
<b>List of</b>	Date Added to List:-

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<b>Forthcoming Key Decisions<sup>7</sup></b>	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 _____	
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Phil Evans Chief Officer, Operations and Active Leads	
	Signature: 	Date: 8 <sup>th</sup> March 2023

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> 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.

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