

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 type="checkbox"/> £25,000 to £100,000 <input checked="" 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 Communities and Environment		
Contact person:	Samantha Sole	Telephone number: 0113 378 8150	
Subject²:	Direct Award Of Contract for a main Event Production Contractor for Leeds West Indian Carnival 2023		
Decision details³:	<p>The Chief Officer for Parks and Countryside approved to waive Contract Procedure Rules 9.1 and 9.2 to directly award a contract for a main Event Production Contractor for the Leeds West Indian Carnival to Grace & Tailor Ltd with a contract value not exceeding £170,000 between 1st April 2023 and 30th November 2023</p> <p>Parks & Countryside consulted with colleagues in Procurement and Commercial Services (PACS) to establish which CPRs to waive in order to directly award a contract for a main production company for the Leeds West Indian Carnival 2023 whilst a competitive procurement exercise is carried out to establish a framework for 2024. Parks & Countryside plan to carry out a competitive procurement exercise in Autumn 2023 to enable the Council to call-off from this framework for future production events.</p> <p>Due to the timescales involved, the Parks and Countryside service do not have the capacity to undertake a compliant procurement process without unduly impacting the event and placing unsustainable pressure on a small number of individuals to complete this process. By awarding a direct contract to a main production company it allows them to dedicate staffing and time to the sourcing of services for Leeds West Indian Carnival 2023 at competitive prices to demonstrate best value for money.</p>		
Affected wards:			
Details of consultation	Executive Member		

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.

undertaken⁴:	Ward Councillors		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	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 report⁸	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 The Chief Officer for Parks and Countryside – Sean Flesher		
	Signature 	Date 17/03/2023	

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

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.