

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 Resources		
Contact person:	Luke Kitchen – Strategic Commercial Business Partner	Telephone number: 0113 3367371	
Subject²:	Approval to procure a specialist in contract reviews to identify opportunities for financial recoveries/savings through the Councils existing contracts		
Decision details³:	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.) The Director of Resources gave approval <ul style="list-style-type: none"> • to procure a consultant who can undertake a review of the Council's existing contracts above £1million in value, with a view to identifying opportunities for material financial recoveries/savings and then proceeding to realise the recoveries/savings identified. • The Crown Commercial Services Management Consultancy Framework Three (RM6187), Lot 6 Procurement & Supply Chain, will be used to undertake a further competition and award a contract to a consultant. • The value of the contract is anticipated to be in the region of £420k and the length will be 15 months. 		
	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) Officers within Procurement and Commercial Services have been consulted		

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.


	and this Framework is approved for use by officers within the Council.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision
	<p>1 Delivering the contract reviews in house - This was discounted due to a lack of skills within the Council to undertake the works and lack of resources to deliver it.</p> <p>2 Alternative frameworks – Other frameworks were considered but it was felt Lot 6 Procurement & Supply Chain of the CCS Framework RM6187 MCF3 offered the best route to consultants suited to the Council's requirements.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Luke Kitchen – Strategic Commercial Business Partner Procurement activity will commence as soon as the decision has been taken
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	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 type="checkbox"/> Yes <input checked="" 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	
	Signature 	Date 22.3.22

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.