

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	Neil Evans, Director Resources		
Contact person:	Louise Booth, Head of Audit	Telephone number: 0113 3780503	
Subject²:	Variation of Contracts for Leeds City Council Insurance Policies		
Decision details³:	<p>The Director of Resources gives authority to utilise Regulation 72(1)(e) of the Public Contracts Regulations 2015, which states Contracts and may be modified without a new procurement procedure “where the modifications, irrespective of their value, are not substantial ...” and to vary the contracts for Casualty, Property, Motor Fleet, Engineering Inspection, Terrorism and Sabotage to modify the end dates by one year to 31st March 2025.</p> <p>Options have been presented to the authority which would enable the contract end dates to be modified to 31st March 2025. The proposals enable the continuity of insurance cover in the above areas at indicative rates that are financially beneficial to the authority. Consultation has been undertaken with the Council’s Procurement and Commercial Service (PACS) to ensure that the proposed course of action is in accordance with Public Contracts Regulations 2015 and the Council’s Contracts Procedure Rules (CPRs).</p> <p>The alternative option would be for the Council to continue with the current contractual arrangements which will elapse on 31st March 2024. However, opting to do so would mean that the authority would be unable to take advantage of the advantageous indicative rates offered.</p>		
Affected wards:	All wards		
Details of consultation undertaken⁴:	Executive Member N/A Ward Councillors N/A		

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.

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

	Chief Digital and Information Officer ⁵ N/A	
	Chief Asset Management and Regeneration Officer ⁶ N/A	
	Others Procurement and Commercial Services	
Implementation	This is classified as a Key Decision to be taken by the Director of Resources, after which the contractors will be notified of the intention to modify the contracts.	
List of Forthcoming Key Decisions⁷	Date Added to List:- 10/02/2023	
	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 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 Neil Evans, Director of Resources	
	Signature 	Date 29/3/23

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.