

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000 Sits under previous key decision	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	James Hirst	Telephone number: 0113 378 7458	
Subject²:	Approval to award the Bikeability Cycle Training Contract 2023		
Decision details³:	What decision has been taken? 1 The Chief Officer (Highways and Transportation) approved the award of the Bikeability Cycle Training Contract (the Contract) from 1 st September 2023 to 31 st August 2025 with the option to extend the contract for a further 2 years to 31 st August 2027 to Cycle Leeds Ltd. T/A Cycle North. The total estimated value of the contract including extensions is £2,000,000.		
	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) Bikeability is the Government's cycle training programme. It is based on the National Standard for Cycle Training and is designed to give the next generation the skills and confidence to ride their bikes on today's roads. Funding for Bikeability training is provided by the Department for Transport (DfT). The Council have received the grant award from the DfT for financial year 2023/24.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision No other suitable frameworks were found to be available. It was concluded this was the most cost effective and efficient way to manage this programme of work due to the lead times required to make the necessary arrangements and take advance bookings with schools. This allows the process to be streamlined and manageable in comparison to procuring individual contracts with different service providers for short periods of time.		

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.

Affected wards:	N/A		
Details of consultation undertaken⁴:	Executive Member N/A		
	Ward Councillors N/A		
	Chief Digital and Information Officer ⁵ N/A		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others N/A		
Implementation	Officer accountable, and proposed timescales for implementation The contract will be in place no later than July 2023 to ensure the preferred contractor can book cycle training sessions with schools for September 2023 onwards.		
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A		
	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 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 Oliver Priestley Head of Engineering and Infrastructure		

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.

	<p>Signature</p> 	<p>Date</p> <p>02/06/2023</p>
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