

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	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources		
Contact person:	Mandy Snaith	Telephone number: 37 82332	
Subject²:	Contracts for the Supply of Fresh Meats to Leeds City Council		
Decision details³:	<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 Civic Enterprise Leeds awarded new contracts for fresh raw meats and cooked chilled meats from 1 August 2023 for a period of 2 years with the option of 2 x 12-month extension for the following:</p> <p>Lot 1 Fresh Raw Meats – contract catering to JW Young (Butcher) Ltd for an estimated value of £404,724.53 per annum, £1,618,898.12 including extensions</p> <p>Lot 2 Fresh Raw Halal Meats to JW Young (Butcher) Ltd for an estimated value of £95,343.76 per annum, £381,375.04 including extensions</p> <p>Lot 3 Fresh Cooked Chilled Sliced Meats to J&S Foods Ltd for an estimated value of £26,899.50 per annum, £107,598.00 including extensions</p> <p>Lot 4 Fresh Meats – commercial catering to JW Young (Butcher) Ltd for an estimated annual value of £147,588.20 Total value including extension £590,352.80</p> <p>Combined totals annual value £674,555.46. Total values including extensions £2,698,221.84</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>		

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

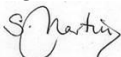
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>A new contract for the supply of fresh meats is required to meet the requirements for catering operations across the city.</p> <p>Leeds City Council require compliant contracts to ensure they can continue to provide fresh meats as a healthy and nutritious part of catering services that are provided across the city.</p> <p>The council published the tender opportunities on the YORtender portal on 31 March 2023. The tender was also advertised on Contracts Finder and Find a Tender.</p> <p>The method used was the price quality separator approach, where all bidders have their quality submissions evaluated. All bidders that pass the quality evaluation, then have their pricing analysed, with the lowest priced bidders, for each lot, then becoming the preferred bidder</p> <p>This is the follow on from the Key decision to procure fresh raw meats and cooked chilled meats contracts (D55859) and, as such, is a significant operating decision and not subject to call-in.</p> <p>Procurement and Commercial Services (PACS) have advised there are no legal implications in awarding a new contracts for the supply of fresh meats.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p> <p>PACS have advised there are no legal implications in awarding new contracts for the supply of fresh meats as detailed above.</p>
Implementation	Officer accountable, and proposed timescales for implementation

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.

	Mandy Snaith – new contract to be in place for 1 st August 2023	
List of Forthcoming Key Decisions ⁷	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 report ⁸	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 The Chief Officer CEL Sarah Martin	
	Signature 	Date 07/06/2023

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.