

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Communities Housing and Environment		
<b>Contact person:</b>	Chris O'Brien	Telephone number: 3786362	
<b>Subject<sup>2</sup>:</b>	Procurement of a framework contract for the supply of coffee shop and café solutions.		
<b>Decision details<sup>3</sup>:</b>	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.)  Director of Communities Housing and Environment has approved the authority to procure a contract for the supply of coffee shop and café solutions.		
	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)  Please see the supporting report entitled 'Authority to Procure a Framework Contract for the Supply of Coffee Shop and Café Solutions'.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  Please see the supporting report entitled 'Authority to Procure a Framework Contract for the Supply of Coffee Shop and Café Solutions'.		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

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

<b>Affected wards:</b>	No wards will be affected.
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Executive Member for Climate, Energy, Environment and Greenspaces
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others Procurement and Commercial Services
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Polly Cook, Chief Officer Climate, Energy and Greenspaces Implementation will be in September 2023
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 13 <sup>th</sup> July 2023
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>8</sup></b>	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 _____
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:

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


<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> 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.

<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Director of Communities, Housing and Environment	
	Signature 	Date 30/8/23

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<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.