

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 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 checked="" 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	The Director of Communities, Housing & Environment		
Contact person:	Glenn Gorner	Telephone number: 0113 378 8156	
Subject²:	Approval to directly award the Contract 76495; The Supply, Installation, Dismantling and Removal of Christmas Trees 2023/2024 via a waiver of Contract Procedure Rules 8.1 and 8.2		
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 Climate Change, Energy & Green Spaces gave approval to waive Contracts Procedure Rules (CPR) 8.1 and 8.2 (between £25,000 and £100,000 - Intermediate Value Procurement) to enable the direct award of a contract to Elveden Farms Limited ('Elveden') to supply, install, dismantle and remove the city's Christmas Trees 2023/24 and 2024/25 for the sum of £88,940.</p> <p>The contract will commence on 27th October 2023 (installation of the large, 43' tree in time for Christmas Lights switch on in Early November) and shall terminate on 8th March 2025.</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 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> <p>1. The proposal is a change to the model that we tried to deliver for the 2022/23 season, which was to trial the full outsourcing of the Christmas Tree contract. It is felt that this amended model is more nuanced and will work better for the Council. Nonetheless, the team wishes to run this contract as a second pilot for the 2023/24 and 2024/25 seasons. This is a trial to test how effectively the full outsourcing of the Christmas tree contract will work. Following the delivery of this contract during the 2023/24 season, year 1 of this pilot, the successes will be measured and fed into the development of the future specification. Due to a mobilisation period including a lead time for placement of the order for trees, required in July in preparation for delivery in October the following season, there is insufficient time to complete a Year 1 Lesson Learned exercise and complete a competitive procurement exercise. Hence, the requirement for a 2-year pilot which gives sufficient time to test the success of the delivery of the service model and then procure a new contract. A full competitive tender exercise will be undertaken commencing summer 2024 where, a longer-term arrangement will be put in place.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A competitive tender exercise was considered, but due to the change in delivery model, uncertainties with regards to the services requirements and performance measures, it was felt a pilot to trial the services was required before a longer-term arrangement was introduced.</p>
Affected wards:	City-Wide
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>
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.

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 Chief Officer Climate, Energy & Green Spaces – Polly Cook
	Signature _____ Date _____ PE Cook. 15 August 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.