

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	The Director of Strategy & Resources		
Contact person:	Jeff Thompson	Telephone number: 07891 271243	
Subject²:	Approval to procure new contracts for the supply of personal protective equipment (PPE), corporate workwear and uniforms.		
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 style="margin-left: 40px;">a) The Director of Strategy & Resources has approved the procurement of new contracts to supply PPE, and workwear/uniforms and clinical PPE to the Council</p> <p style="margin-left: 40px;">b) The length of the contract will be for 3 years with an option to extend for a further 12-months period.</p> <p style="margin-left: 40px;">c) The estimated value of these contracts over a 4-year period is £3.84 million pounds.</p> <p style="margin-left: 40px;">d) New contracts will commence on the 10th April 2024 or as soon as possible thereafter.</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> <p>The attached report dated 11/09/2023 details & supports the reason for this decision.</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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision The details are contained in the attached report.	
Affected wards:	N/A	
Details of consultation undertaken⁴:	Executive Member – Councillor Coupar	
	Ward Councillors – N/A	
	Chief Officer ⁵ Human Resources – Andy Dodman	
	Deputy Chief Officer HR & Shared Services – Gemma Taskas	
	Others – Head of Finance - Patrick McGuckin	
Implementation	Officer accountable, and proposed timescales for implementation Jeff Thompson	
List of Forthcoming Key Decisions⁶	Date Added to List:- 9 th August 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 report⁷	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 ⁸ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No


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 Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁸ 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.

	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 ⁹ The Director of Strategy and Resources - Mariana Pexton	
	Signature 	Date 11.9.23

⁹ Give the post title and name of the officer with appropriate delegated authority to take the decision.