

Delegated Decision Notice

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 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	Interim Director of Adults and Health		
Contact person:	Katie Cunningham	Telephone number: 0113 37 83264	
Subject²:	To approve the Authority to Procure a contract for the Supply of overhead tracking hoists and the repair, servicing, and maintenance of distinct items of equipment for daily living		
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="padding-left: 40px;">The Interim Director of Adults and Health approved the authority to procure a new contract for the supply of overhead tracking hoists and the repair, service, and maintenance distinct items of equipment for daily living. The contract will commence on 1st December 2023 for a duration of five years.</p> <p style="padding-left: 40px;">Implementation discussions will take place with the suppliers once the contract is awarded.</p> <p style="padding-left: 40px;">The proposed timescale for implementation is December 2023.</p> <p style="padding-left: 40px;">The Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation in conjunction with officers from the Procurement and Commercial Services.</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>See report</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>See report</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member
	Cllr Arif was consulted on 18 th Oct 2023
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
Others	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation in conjunction with officers from the Procurement and Commercial Services.</p> <p>Implementation is Dec 2023</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- 2 nd Oct 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
	<p>Signature _____ Date _____</p>
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


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

	Signature	Date	
Call In	Is the decision available ⁹ for call-in?	<input checked="" 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 Caroline Baria – Interim Director Adults and Health		
	Signature 	Date 1 st Nov 2023	

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.