

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 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	Children and Families		
Contact person:	Kasim Mahmood	Telephone number: 0113 37 85417	
Subject²:	Request permission to procure a contract to deliver the National Adopter Recruitment Campaign		
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 Director of Children and Families gave permission to undertake a competitive tender to procure a contract via the Crown Commercial Services (CCS) Campaign Solutions 2 (RM6125) Framework to deliver the Adoption National Recruitment campaign on behalf of Adoption England, the National Adoption team. For a period of 1 year from 01/04/2024 – 31/03/2025 with options to up to extend for 24 months in any combination and will be a value of £450,000 per annum with a maximum total value of £1,350,000 including extension. The length of this contract will be dependent on an appropriate level of funding being received from the DfE following from April 2025.</p> <p>The Director of Children and Families gave approval to waive Contract Procedure Rule 15.2 (C) to allow a combined price/quality split approach with an 70% quality / 30% price split.</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>Please refer to delegated decision 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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Please refer to delegated decision report.	
Affected wards:	N/A – national work	
Details of consultation undertaken⁴:	Executive Member Cllr Venner	
	Ward Councillors	
	Chief Digital and Information Officer ⁵	
	Chief Asset Management and Regeneration Officer ⁶	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Children and Families Commissioning Manager To be procured as soon as possible, contract to begin delivery by 31/3/24	
List of Forthcoming Key Decisions⁷	Date Added to List:- 26/09/2023	
	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 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 Signature _____ Date _____	
Call In	Is the decision available ⁹ 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.

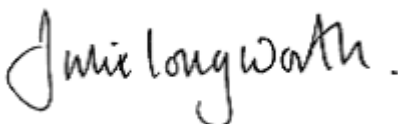
⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See 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

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.

	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 Julie Longworth – Director of Children & Families	
	Signature 	Date: 10/11/23

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