

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 type="checkbox"/> £25,000 to £100,000 <input checked="" 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	Director, Communities Housing and Environment		
Contact person:	Michael Johnson	Telephone number: 0113 3789880	
Subject²:	Request to extend Contract - DN550208 – City Centre Environmental Enforcement Contract by 12 months up to 30 th November 2024.		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Officer, Environmental Services gave approval to utilising a 12 month extension option, from 1st December 2023 until 30th November 2024 in order to extend the contract with 3GS UK Limited for the provision of the City Centre Environmental Enforcement contract DN550208</p> <p>The contract has an estimated annual value of £200,000 for the contractor who will pay a proportion of each ticket value to the Council. Based on previous years figures this averages out at between £30,000 and £40,000 income per annum.</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 decision was made as the current contract allowed up to 3 extensions. This extension is the 1st of a possible 3 x 12 month extensions. The contract was reviewed</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

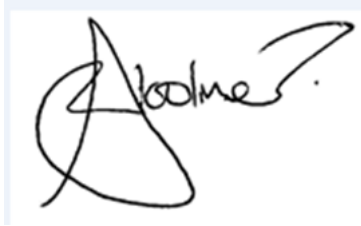
² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

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

	and found to still offer good value for money in comparison to other options and protects an income stream.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision The option to reprocare was considered, but it was felt that this would not offer better value for money at this stage.
Affected wards:	Little London & Woodhouse and Hunslet & Riverside
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Others Extension undertaken with advice from the PACS team.
Implementation	Michael Johnson is the accountable officer and extension to commence on 1 st December 2023
List of Forthcoming Key Decisions⁵	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	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

report⁶	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁷ 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 ⁸ Chief Officer, Environmental Services- John Woolmer	
	Signature	Date
		16/11/23

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.