

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 checked="" 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	Director of Strategy and Resources		
Contact person:	James Ward	Telephone number: 0113 3786641	
Subject²:	Novation of the Council's contract for the Support & Maintenance of the 365 Response Passenger Transport solution - from 365 Response to Allocate Software Limited as per Contract Procedure Rule 21.11.		
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 decision has been taken to Novate the current contract for the Support & Maintenance of the 365 Response passenger transport solution - from 365 Response to Allocate Software Limited as per Contract Procedure Rule 21.1.1. This novation is to take effect from 13th December 2023 and has a nil financial value.</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>365 Response notified us of a takeover by Allocate Software Limited in May 2023. This takeover is due to a buy out, as such the onboarding Supplier will be required to complete the Standard Selection Questionnaire. To enable payment and service continuation, a Novation is required. The original contract value for the initial 5 years is £411,310.00 with the option to extend for a further 5 years at a cost of £410,725.00, making the 10 year contract value £822,035.00. The remaining 1 year term has a value of £80,955.00.</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.	
	PACS Legal have been consulted. They fully support the novation of the contract.	
	A new contract is not required, as the existing five year contract is still active (until November 2024).	
Affected wards:	N/A	
Details of consultation undertaken⁴:	Executive Member N/A	
	Ward Councillors N/A	
	Chief Digital and Information Officer ⁵ N/A	
	Chief Asset Management and Regeneration Officer ⁶ N/A	
	Others .	
Implementation	Officer accountable, and proposed timescales for implementation James Ward	
List of Forthcoming Key Decisions⁷	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 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 type="checkbox"/> Yes <input checked="" 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: N/a	
Approval of Decision	Authorised decision maker ¹⁰ Sarah Martin (<i>Chief Officer - Civic Enterprise Leeds</i>)	
	Signature 	Date: 13.12.2023

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