

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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 checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Communities Housing and Environment		
<b>Contact person:</b>	Sonya McDonald	Telephone number: 0113 3788693	
<b>Subject<sup>2</sup>:</b>	Authority to award a Framework Contract for the Supply of Coffee Shop and Café Solutions		
<b>Decision details<sup>3</sup>:</b>	<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="text-align: center;">The Chief Officer Climate, Energy and Green Spaces has approved the award of a framework contract for the supply of Coffee Shop and Café Solutions to:</p> <p style="text-align: center;">Lot 1 – Café Direct Lot 3 – Café Direct Lot 4 – Café Direct Lot 5 – JJ Food Service Ltd Lot 6 – JJ Food Service Ltd</p> <p style="text-align: center;">The Framework contract will have an estimated overall value of £1,140,000 and be for an initial period of 3 years with the option to extend the contract for a further 12 month period.</p> <p>The decision to award the contract is a Significant Operational Decision as it is a direct consequence of a previous Key Decision (decision ref D56737) taken in August 2023 “Procurement of a contract for coffee and café solutions” and is therefore not subject to call-in.</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 see the accompanying report entitled “Authority to award a Framework</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

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

	Contract for the Supply of Coffee Shop and Café Solutions” for details.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  Please see the accompanying report entitled “Authority to award a Framework Contract for the Supply of Coffee Shop and Café Solutions” for details.
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others Procurement and Commercial Services
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Polly Cook, Chief Officer Climate, Energy and Green Spaces Implementation will be in February 2024
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

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

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council’s land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	If published late relevant Executive member's approval	
	Signature	Date
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Chief Officer Climate, Energy and Green Spaces- Polly Cook	
	Signature  PC Cook.	Date 20/2/24

<sup>9</sup> 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.

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