

Delegated Decision Notice (DDN)

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

Decision type	Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 £500,000 to £1,000,000 over1,000,000	<input type="checkbox"/> below £25,000 £25,000 to £100,000 £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
Director¹	Director of Strategy and Resources		
Contact person:	Alex Watson	Telephone number: 07891 276514	
Subject²:	Agency Supply Contract Extension and Variation		
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 Chief HR Officer gave approval to extend and vary the Temporary Staff contract with REED Specialist Recruitment Ltd ('REED') for: (a) 6 months; or (b) the date when REED and the Council have concluded negotiations and reached agreement on changes to certain provisions within the contract to allow for further cost savings, whichever is the earlier, commencing 26th January 2024.</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>This decision is being taken to allow LCC and REED to consider options to modify the terms of the Temporary Staff (agency worker) supply contract. Subject to agreement on this, the contact can be further extended for up to a further 18 months. The key purpose of this is to explore options to modify the contract, so LCC can reduce the costs of using agency workers.</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 on Authorised decision maker

A

Signature

Date

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

If the decision is key and has appeared on relevant dispensation given.

Signature

Date

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


If the decision is key and has appeared on relevant dispensation given.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>A key decision was taken to offer REED a 2-year contract, with provision to extend this for a further 2-years. See d54706 Council and democracy (leeds.gov.uk)</p> <p>It was intended to extend this contact for a further 2-years; reflecting satisfactory contract performance.</p> <p>However, due our Financial Challenges all major contracts are being reviewed. As such, any extension will be subject to LCC seeking to modify contract terms and generate further savings.</p> <p>If an acceptable position cannot be reached, LCC would have the option to retender the contract. Plans to achieve this will be made in parallel with the discussions with REED.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Exec Member -Deputy Leader – 18 th January
	Ward Councillors
	Chief Digital and Information Officer
	Chief Asset Management and Regeneration Officer
	Others
Implementation	Officer accountable, and proposed timescales for implementation Alex Watson – Contract extension and variation to start 26 th January
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:

??responsibility for function to which decision relates.

If the decision is key and has appeared on 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?	Yes	No X
	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 (HR) Andy Dodman		
	Signature 	Date 23/01/2024	

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.