

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 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	The Director of Strategy and Resources		
Contact person:	Andrew Byrom	Telephone number: 0113 3784339	
Subject²:	Call-off agreement with Bytes IT Solutions and Services for the continued provision of Leeds City Council's commoditised software requirements.		
Decision details³:	What decision has been taken? The Director of Strategy and Resources gave approval to award a call-off contract under the council's current software framework agreement for a 12-month period from 16th April 2024 to 15th April 2025 for continued provision of our COTS (Commercial off the Shelf) software and professional services for the period of 12 months. The call-off contract will be awarded based on no minimum commitment on spend, and with a maximum allowable spend not to exceed £5,000,000.		
	A brief statement of the reasons for the decision Entering into a call-off agreement for 12 months will allow the council to continue purchasing software licenses, renewals, and professional services whilst a new procurement exercise is undertaken meaning that the established relationship with them continues. The products can then be purchased under the terms and conditions of the framework agreement, leveraging Bytes' established relationship with the supplier.		
	Consideration was given to the use of another framework agreement to procure Bytes or another supplier e.g., CCS framework. However, it would be time consuming and costly to establish a new relationship and potentially new payment mechanisms if we went with a different supplier (e.g., setting up new lodged purchase card) in such short timescales.		

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.

Affected wards:	All		
Details of consultation undertaken⁴:	Executive Member – Cllr Coupar 19/3/24		
	Ward Councillors		
	Chief Digital and Information Officer		
	Chief Asset Management and Reperation Officer		
	Others		
Implementation	Andrew Byrom. To be in place before 16/4/2024		
List of Forthcoming Key Decisions⁵	Date Added to List:- 19/02/2024		
	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 report⁶	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 ⁷ for call-in?	<input checked="" type="checkbox"/> Yes	<input 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 The Director of Strategy and Resources – Mariana Pexton		
	Signature 	Date 27/3/24	

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

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.