

## 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 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
<b>Director<sup>1</sup></b>	Director of Strategy and Resources		
<b>Contact person:</b>	Lee Hemsworth,	<b>Telephone number:</b> 0113 378 2477	
<b>Subject<sup>2</sup>:</b>	Award of a new contract under Lot 3 (Cloud Support) of the G-Cloud Framework - for the Customer Service Transformation		
<b>Decision details<sup>3</sup>:</b>	<b>What decision has been taken?</b>		
	<p>The Director of Strategy and Resources has given approval to enter a contract with KPMG LLP, as a direct award of under Lot 3 (Cloud Support) of the G-Cloud Framework, for the provision of specialist transformation resources to support delivery of the customer services change initiatives. The cost of the contract is £230,000. The contract will commence on the 8<sup>th</sup> April 2024 until the 31<sup>st</sup> October 2024.</p>		
	<b>A brief statement of the reasons for the decision</b>		
	<p>As part of the Financial Challenge, there is a need to reassess and drive forward a “Customer Contact” strategy which looks to drive efficiencies (both organisational and technological) to ensure consistent, joined up and accessible customer services across the whole organisation. KPMG have offerings that they could provide to Leeds City Council which would accelerate the pace of delivery and afford a focused approach in helping deliver our goals of increasing efficiency in the organisation and lowering demand through better use of locality and place resources.</p>		
	<b>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</b>		
	<p>The council has also considered directly awarding this contract under Regulation 32(2)(b)(ii) of the Public Contract Regulations 2015 – Negotiated Procedure without prior publication of a Contract Notice, to procure these services. However, in doing so there is potential risk of challenge that there are no real reasons justifying the use of Regulation 32(2)(b)(ii), and that the Council is simply seeking to circumvent the application of the rules.</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.

<b>Affected wards:</b>	ALL		
<b>Details of consultation undertaken<sup>4</sup>:</b>	<b>Executive Member</b> Councillor Coupar and the Exec Member for Communities		
	<b>Ward Councillors</b> N/a		
	<b>Chief Digital and Information Officer<sup>5</sup></b> Andrew Byrom		
	<b>Chief Asset Management and Regeneration Officer<sup>6</sup></b> N/a		
	<b>Others</b> Corporate Leadership Team, Chief Officer Community Hubs, Welfare & Business Support.		
<b>Implementation</b>	<b>Officer accountable, and proposed timescales for implementation</b> Lee Hemsworth, Chief Officer Community Hubs, Welfare & Business Support from April to July 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:		
	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

<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

<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.

	<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>	<b>Authorised decision maker<sup>10</sup></b> The Director of Strategy and Resources - Mariana Pexton	
	<b>Signature</b> 	<b>Date 27/3/24</b>

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