

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 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
Director¹	Director of Strategy & Resources		
Contact person:	Mark Amson	Telephone number: 3788290	
Subject²:	Approval to award a contract for a Rateable Value finding service to Liberata UK Limited		
Decision details³:	What decision has been taken? Approve the award of a contract to Liberata UK Ltd to provide a service to identify new rateable value for the non-domestic rating list with the maximum fees to the supplier capped at £200000		
	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) The service will contribute to the Council's income by identifying additional rateable value which may have been missed. The direct income is 49% of the total increase in rateable value.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision The procurement has been undertaken through G-Cloud 13. There is one other potential supplier, and both are comparable in terms of terms and conditions. The decision to award the contract to Liberata UK Limited has been taken as they are the most competitive on price, with a fee of 9% of any additional rateable value identified as opposed to 10% for the other supplier.		
Affected wards:	None		

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.

Details of consultation undertaken⁴:	Executive Member None		
	Ward Councillors None		
	Chief Digital and Information Officer ⁵ Discussions have taken place with IDS and IDS Procurement officers.		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation The accountable officer is the Head of Service for Revenues – Mark Amson. The new contract to be awarded from the 1 st March 2024 when the existing contract ends.		
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
	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 ¹⁰ VICTORIA BRADSHAW – Chief Officer Financial Services		
	Signature <i>V. f. Bradshaw</i>	Date 21 st April 2024	

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.

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