

## Delegated Decision Notice

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 checked="" 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
<b>Director<sup>1</sup></b>	City Development		
<b>Contact person:</b>	James Hirst	Telephone number: 0113 3787458	
<b>Subject<sup>2</sup>:</b>	Approval to tender the West Yorkshire Vision Zero Delivery Group Theatre in Education contract		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken? 1 The Chief Officer (Highways and Transportation) approved the tender of and evaluation of subsequent submissions for the West Yorkshire Vision Zero Delivery Group (WYVZDG) Theatre in Education contract (the Contract) from 1st July 2024 to 30th June 2025 with the option (budget dependent) to extend the contract for a further year to 30th June 2026 using the 100% quality evaluation criteria. 2 The maximum budget over 2 years is £100,000.		
	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) 3 West Yorkshire Vision Zero Delivery Group (WYVZDG) have provided theatre in education sessions to Year 7 & 8 pupils for over 5 years. 4 This is a behaviour change project which contributes to the Leeds and West Yorkshire Vision Zero ambition, which aims for zero road deaths and serious injuries by 2040.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision 5 The option for each local authority to procure sessions independently was considered. However, approaching the procurement as a partnership provides economies of scale and greater flexibility for schools in terms of the dates available for bookings (selecting from a five-week period rather than a one-		

<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.

	<p>week period).</p> <p>6 No other suitable interventions were found to be available. It was concluded this was the most cost effective and efficient way to manage this programme of work due to the lead times required to make the necessary arrangements and take advance bookings with schools. This allows the process to be streamlined and manageable in comparison to procuring individual contracts with different service providers for short periods of time.</p>	
<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 N/A	
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>7 James Hirst and the Highways Procurement team will aim to have the contract awarded in June 2024, with a start date of 1<sup>st</sup> July 2024, allowing the preferred tenderer to arrange the tour before the start of the new academic year in September 2024.</p>	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- n/a	
	<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>	Authorised decision maker <sup>10</sup> Kate Morris, Head of Transport Planning	
	Signature 	Date 26/04/2024

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