

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)


Decision type	Key Decision	Publishable Administrative Decision
Reason for publication	In excess of £500,000 Significant Impact in an area the size of one ward or more	Over £250,000 Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions:	26/9/23
Director²	Director of Adults and Health	
Contact person:	Iris Berkeley	Telephone number: 0113 3783840
Subject³:	Approval to vary the existing contract with Leeds Centre for Independent Living (LCIL) under Regulation 72 (1) (c) of the Public Contracts Regulations 2015 (PCR 2015) for the provision of a Payroll and Managed Bank Account (MBA) Service for a period of seven months from September 2024	
What decision will be / has been taken?	<p>The decision maker has approved the recommendations set out in the report attached – these are -</p> <p>The Director of Adults and Health has -</p> <ul style="list-style-type: none"> • Approved Adults and Health and Children and Families request to vary the existing contract with LCIL under the provision of Regulation 72 (1) (b)(i) of The Public Contracts Regulations 2015 for an additional period of up to seven months. The period of the modified contract will run from 1st September 2024 to 31st March 2025 with a contract value of £293,076. • In line with CPR 3.1.7, given authority to procure a new PA Payroll and Managed Bank Account Service, for a period of 3 years commencing on 1st April 2025, with an option to extend for a further period of up to 60 months in any combination. The maximum cost of the contract per annum will be £450,000.00 or £1,350,000.00 for the initial period (overall contract value if all extensions are utilised: £3,600,000.00). • Noted; The Director of Adults & Health will be taking this decision on behalf of the Director of Children and Families, who contributes to this contract provision. 	

¹ Complete for ALL publishable decisions (key and administrative)

² Director with delegated responsibility set out in Constitution for function to which decision relates.

³ 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

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Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	Authorised decision maker ⁴ Caroline Baria, Director of Adults and Health	
	Signature 	Date 13/6/24

Information for monitoring purposes

Approximate value⁵	Proposed Expenditure £3,600,000.00	Anticipated Saving 800k	Anticipated Income 0
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⁴ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁵ Over lifetime of decision (or one year if decision open-ended)

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PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of Forthcoming Key Decisions⁶	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature Date

Publication of report⁷	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: Signature Date

Call In⁸	Is the decision available for call-in? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in⁹ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):

Following Call In¹⁰	If decision confirmed by Director following call-in , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred: Relevant Executive Member:
	Signature Date

⁶ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁷ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

⁸ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

⁹ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹⁰ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.

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