

# Delegated Decision Notice

## PART A<sup>1</sup>

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision<sup>2</sup> 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.)

|  |   |  |
|--|---|--|
| <b>Decision type</b>                       | <input checked="" type="checkbox"/> Key Decision  | <input type="checkbox"/> Publishable Administrative Decision   |
| <b>Reason for publication</b>              | <input checked="" type="checkbox"/> In excess of £500,000<br><input type="checkbox"/> Significant Impact in an area the size of one ward or more  | <input type="checkbox"/> Over £250,000<br><input type="checkbox"/> Below £250,000 and other reason for publication |
| <b>Decision timetable</b>                  | Date added to List of Forthcoming Key Decisions: 23/08/24/24  |  |
|  | Decision date 01/10/24  | Date call in will close – N/A  |
| <b>Director<sup>3</sup></b>                | Director of Strategy and Resources  |  |
| <b>Contact person:</b>                     | Claire Grundy   | Telephone number: 0113 378 4812  |
| <b>Subject<sup>4</sup>:</b>                | Integrated Digital Service (IDS) Resource Augmentation Framework Award – Q2 & 3 2024 Call-Offs  |  |
| <b>Decision details:</b>                   | Set out in report attached. <input checked="" type="checkbox"/>   |  |
| <b>EDCI</b>                                | Screening attached <input type="checkbox"/>   | Assessment (EIA) attached <input type="checkbox"/>   |
| <b>Approval of publication of Decision</b> | <p>The decision maker has approved the recommendations <b>set out in the report</b> attached with effect from the decision date.</p> <p>In addition, the decision maker approves the decisions <b>set out below</b>:<br/>(Set out any additional necessary decisions to be taken by the decision taker including exempt information, exemption from call in etc. if not already included in report)</p> <p>The Director of Strategy &amp; Resources has decided to award up to and including Quarter 3 2024/25 call-offs against the Integrated Digital Service Resource Augmentation Framework as set out in the attached report.</p> <p>In the <a href="#">November 2023</a> approval, it was noted that draw-downs against this framework within the approved annual value of up to £5m will be considered a direct consequence of the earlier Key Decision (taken in November 2023) if in excess of £500k. These and drawdowns in excess of £500k in value will be treated as Key Decisions and will be batched and published on a quarterly basis to ensure proportionality and practicability of publishing arrangements.</p> |  |


<sup>1</sup> Complete for ALL publishable decisions (key and administrative)

<sup>2</sup> The DDN should be completed, signed and published together with the supporting report **five clear days in advance** of a key decision being taken and made available for call in, unless special urgency applies. For publishable administrative decisions the DDN and report should be published as soon as practicable after the decision has been taken.

<sup>3</sup> Director with delegated responsibility set out in Constitution for function to which decision relates.

<sup>4</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

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|   |   |
|---|---|
| Director of Strategy and Resources-<br>Mariana Pexton | Signature<br> |
|---|---|

Information for monitoring purposes

|                                      |                               |                           |                           |
|--------------------------------------|-------------------------------|---------------------------|---------------------------|
| <b>Approximate value<sup>5</sup></b> | Proposed Expenditure<br>£2.5m | Anticipated Saving<br>N/A | Anticipated Income<br>N/A |
|--------------------------------------|-------------------------------|---------------------------|---------------------------|

### PART B URGENT KEY DECISIONS AND APPROVALS ONLY

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

|  |   |
|--|---|
| <b>List of Forthcoming Key Decisions<sup>6</sup></b> | <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> agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred.<br>Relevant Scrutiny Chair:<br>Signature <span style="float: right;">Date</span> |

|  |   |
|--|---|
| <b>Publication of report<sup>7</sup></b> | 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: |
|  | <b>If report published at short notice</b> relevant Executive member's approval.<br>Relevant Executive Member:<br>Signature <span style="float: right;">Date</span>                         |

|   |  |  |  |
|---|--|--|--|
| <b>Call In<sup>8</sup></b>  | Is the decision available for call-in? <table style="display: inline-table; margin-left: 10px;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> </table> | <input type="checkbox"/> Yes           | <input checked="" type="checkbox"/> No |
|   | <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |  |
| <b>If exempt from call-in<sup>9</sup></b> , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):<br><br>As it relates to a previously made Decision (taken in November 2023) that was subject to call-in, this decision is not subject to call-in. |  |  |  |

<sup>5</sup> Over lifetime of decision (or one year if decision open-ended)

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

<sup>7</sup> See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

<sup>8</sup> See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

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

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|                                       |   |
|---------------------------------------|---|
| <b>Following Call In<sup>10</sup></b> | <b>If decision confirmed by Director following call-in</b> , 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:<br><br>Relevant Executive Member:  |
|                                       | Signature <span style="float: right;">Date</span>   |

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