


Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made.

Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Dr I Cameron – Director of Public Health
SUBJECT ⁱⁱ :	To grant permission to award a three year contract, for a Warmth for Wellbeing service, from 1 st October 2015 with an option to extend for a further 2 x 12 months subject to available funding. This will deliver heating improvements and repairs along with small scale energy efficiency improvements and (face to face) advice to vulnerable people in the home.
DECISION DETAILS ⁱⁱⁱ :	<ol style="list-style-type: none"> 1. As part of Public Health's £200,000 recurrent winter wellbeing fund (i.e. Cold Weather Plan funding), £100,000 has been allocated to provide heating repairs and improvements along with small scale energy efficiency measures and (face to face) advice to vulnerable households, in order to improve health and wellbeing and reduce cold related ill-health and fuel poverty. 2. In order to reduce fragmentation, and increase quality, co-ordination and scale of assistance offered to vulnerable householders across Leeds, a joint commissioning approach with Leeds CCGs was agreed. South & East CCG confirmed it will contribute £80,000 per contractual year and North CCG will contribute £50,000 for Year 1 only, with the possibility for extension during years 2 and 3. 3. The Delegated Decision Report provides background to the process that was followed to secure the most economically and qualitatively advantageous provider for the Warmth for Wellbeing Service. A standard 60:40 split between quality and price was chosen as per the Council's Contract Procedure Rules. 4. Between publication on the 22nd of May 2015 and closing date on 24th of June 2015, three bids were received, one of which was a consortia bid. Two rounds of Evaluations took place in July with CCG representatives acting as consultees. 5. Tenderer A was deselected from the tender process as they were below the quality threshold at the initial tender submission. The winning bid by Tenderer B achieved high quality scores around Marketing and Promotion, Accessibility, and Multi Agency Working compared to Tenderer C. 6. As Tenderer B achieved the highest combined quality and price score, it is recommended to award the contract to Tenderer B for £590,000 for a period of 3 years.

TYPE OF DECISION:	<input type="checkbox"/> Council function (not subject to call-in) <input type="checkbox"/> Executive decision (Key) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Executive decision (Significant Operational ^{vi} – not subject to call-in) <input type="checkbox"/> Executive decision (Administrative ^{vii} – not subject to publication or call-in)		
NOTICE ^{viii} / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:- If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-		
AFFECTED WARDS:	n/a		
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted:	Interest disclosed? ^{ix}
	Cllr Mulherin	14 Aug 2015	<input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Others ^x (please specify:)	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name:) (Title:)	Capital Scheme Number: XXXXX / XXX / XXX Date:	
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Timescales for implementation ^{xi}		

CONTACT PERSON:	Myrte Elbers	Telephone number ^{xii} : 07712214848
DECISION MAKER / AUTHORISED SIGNATORY ^{xiii} :	Ian Cameron 	Date: 18 August 2015

ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

ⁱⁱ A brief title should be inserted here. 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.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

^{vii} Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.

^{viii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected Members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

^{xiii} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.