

## 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 checked="" type="checkbox"/> Key Decision	<input 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 checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input 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>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Adam Crampton Head of Property Management	Telephone number: 0113 5351218	
<b>Subject<sup>2</sup>:</b>	Inflationary uplift to the responsive repairs, voids & cyclical maintenance delivery contract (Mears) in the West of Leeds		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>Due to unforeseen market conditions the contractor delivering statutory responsive repairs and voids services in the west of the city requires an inflationary uplift to their rates to ensure that continued delivery is viable.</p> <p>The Director of Communities, Housing &amp; Environment</p> <p>a) Approved an increase of 12.5% in the Schedule of Rates for the Responsive Repairs, Voids and Cyclical Maintenance contract between Leeds City Council and Mears Group</p> <p>b) Approved the application of this increase in rates from 1st January 2023</p> <p>c) Approved the adjustment to the inflation terms within the contract to allow for annual adjustments in line with BCIS, the next inflationary adjustment to be applied from 1<sup>st</sup> January 2024.</p>		
	<p>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)</p> <p>The delivery of responsive repairs, voids and cyclical maintenance in the West of the city is an essential and in some cases a statutory service. This decision seeks to safeguard the ongoing sustainability of these services while ensuring best value for money for the Council.</p>		

<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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:</p> <ol style="list-style-type: none"> <li>1. Refuse the request and remain on tendered rates (+9.25% October 2022 increase). This option was ruled out on the basis that it would likely lead to termination of the contract on the basis of financial viability.</li> <li>2. Reprocure the contract. This option was ruled out on the basis that re-tendered rates would be significantly higher than those previously submitted as a result of the market pressures highlighted above, plus the ongoing instability in the market.</li> <li>3. Insource service to LBS. This option was ruled out on the basis that LBS has recently undergone significant expansion in the South of the city and remains in the 'normalisation' phase of delivery. Further expansion at this time was deemed too high a risk, putting the effectiveness of the service across the city at risk.</li> </ol>
<b>Affected wards:</b>	Adel & Wharfedale, Armley, Bramley & Stanningley, Calverley & Farsley, City & Hunslet, Farnley & Wortley, Guiseley & Rawdon, Headingley & Hyde Park, Horsforth, Kirkstall, Otley & Yeadon, Pudsey, Weetwood
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Cllr. J Lennox, Executive Member for Housing
	Ward Councillors None
	Chief Digital and Information Officer <sup>5</sup> n/a
	Chief Asset Management and Regeneration Officer <sup>6</sup> n/a
	Others Chief Officer, Housing. Senior colleagues in Finance and PACS
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Accountable officer: Head of Property Management</p> <p>Timescales: To be implemented and reconciled by end-March 2024.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 15-01-2024
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision n/a

<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

	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<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> Director of Communities, Housing and Environment	
	Signature 	Date 23/2/24

<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.

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