

Delegated Decision Notice (DDN)


This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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
Director¹	Director of Communities, Housing and Environment		
Contact person:	Michael Field	Telephone number: 0113 378 1361	
Subject²:	Authority to Spend and to Call-off from the Re-Roofing and Associated Works Framework for 2024/25		
Decision details³:	<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>The Director of Communities, Housing and Environment has:</p> <ul style="list-style-type: none"> a) Authorised expenditure of £3.0m from the Housing Revenue Account (HRA). b) Approved the call-off from the Re-roofing and Associated Works framework 2024/25 (year four) based on a price only mini competition to appoint two contractors to carry out works to an approximate value of £3m (£1.5m per contractor). 		
	<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>In line with the terms of the re-roofing and associated works framework agreement agreement, a Key Decision is required to undertake a further call-off competition in year 4. Approval to undertake the call-off is required to appoint 2 contractors to carry out works in 2024/25.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>Consideration was given to allocating £1m of the work for 2024/25 to our internal service provider Leeds Building Services (LBS) as per the 2020 procurement key decision. As LBS no longer have the internal resources to undertake these works, the full value of work will now be delivered via the framework.</p>		
Affected wards:	City wide		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

³ Simply refer to supporting report where used as these matters have been set out in detail.

Details of consultation undertaken⁴:	Executive Member was informed		
	Ward Councillors		
	Chief Digital and Information Officer ⁵ - N/A		
	Chief Asset Management and Regeneration Officer ⁶ - N/A		
	Others Procurement and Commercial Services officers have been consulted throughout the process of preparing call-off documents.		
Implementation	Officer accountable, and proposed timescales for implementation Michael Field Tender out – Early March 2024 Contract award – April 2024		
List of Forthcoming Key Decisions⁷	Date Added to List: 02/01/2024		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision: N/A		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible: N/A		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call-in	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ Director of Communities, Housing and Environment- James Rogers		
	Signature 	Date 29/2/24	

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

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