

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" 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 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 checked="" 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:	Grace Imrie, Senior Policy Development Officer, Financial Inclusion Team	Telephone number: 0113 3789844	
Subject²:	Authority to award contract 81083 - for the appointment of a domestic appliance supplier for the Local Welfare Support Scheme.		
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 Chief Officer Community Hubs, Welfare & Business Support gave approval to award of the contract for the supply of Domestic Appliances for LWSS to Stearn Electric Co Ltd. A contract length of three years with two one-year extension options was recommended at an estimated value of up to £1 million over a full 5-year period. The new contract will commence on 15 April 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 Local Welfare Support Scheme provides domestic appliances to residents facing severe financial hardship or crisis. The Local Welfare Support Scheme previously had a contract in place, which expired and a direct award of contract approved whilst the Local Welfare Support Scheme review was undertaken and a full procurement exercise carried out.</p> <p>In 2022, a market sounding exercise was undertaken, followed by pre-market engagement sessions in 2023 with various suppliers to gain a better understanding of the current market conditions and see what options were available for a procurement exercise. Feedback from suppliers around the ordering process, particular goods on offer and delivery processes were considered by LWSS. There</p>		

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

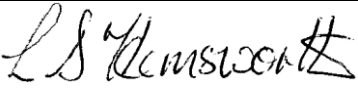
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>were numerous changes in the market in the last few years which also needed to be reflected in the offering made by LWSS to the citizens of Leeds. All feedback was recorded and anonymised so that it would not favour any particular supplier that subsequently took part in the tender process. It was reviewed and assessed as to whether it would benefit the Council or the residents LWSS supports.</p> <p>The service carried out an open, competitive tender process in early 2024 and received four tenders. A price/quality separated evaluation methodology was used to assess the tenders.</p> <p>The successful supplier was Stearn Electric Co Ltd as they met or exceeded all quality thresholds and offered the lowest price. Two other suppliers met or exceeded all quality thresholds and one supplier did not meet the necessary quality thresholds in order to be evaluated on price.</p> <p>The associated authority to award report requests approval via delegated decision for the award of the contract to Stearn Electric Co Ltd.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Using a third-party framework was considered, however the third-party frameworks looked at were either more expensive than the Council's current contract or would have added an administrative burden to the LWSS team. As such, use of such frameworks was rejected.</p> <p>The Council considered doing nothing, however this would mean that a compliant contract was not in place and any spend would either be off-contract or the service could not continue to offer domestic appliances.</p>
Affected wards:	All wards.
Details of consultation undertaken⁴:	<p>Executive Member – N/A</p> <p>Ward Councillors – N/A</p> <p>Chief Digital and Information Officer⁵ - N/A</p> <p>Chief Asset Management and Regeneration Officer⁶ - N/A</p>

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.

	<p>Others</p> <p>Internal consultation has taken place to prepare for the procurement. This was across all relevant partner services including Procurement and Commercial Services, Financial Inclusion, Welfare and Benefits, Shared Services and the Climate and Energy Team.</p> <p>In addition to this, a market sounding exercise was undertaken, followed by pre-market engagement sessions with various suppliers to gain a better understanding of the current market conditions and see what options were available for procurement. All learning fed into the development of the specification and enhanced offer to LWSS beneficiaries.</p>	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Grace Imrie, Senior Policy Development Officer – April 2024. This will then be handed over as BAU to the Welfare and Benefits Service,</p>	
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A	
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p>	
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>	
Publication of report⁸	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <p>N/A</p>	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
Call In	<p>Is the decision available⁹ for call-in?</p>	<p><input type="checkbox"/> Yes</p>
		<p><input checked="" type="checkbox"/> No</p>
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
Approval of Decision	<p>Authorised decision maker¹⁰</p> <p>Chief Officer Community Hubs, Welfare and Business Support- Lee Hemsworth,</p>	
	<p>Signature </p>	<p>Date 05/04/2024</p>

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.