

## Urgent Key Delegated Decision

This form is the written record of an urgent key decision taken by an officer.

<b>Lead director:</b>	Director of Communities & Environment	
<b>Contact person:</b>	Chris Coulson	Telephone number: 0113 3787738
<b>Subject<sup>1</sup>:</b>	Authorise expenditure of £800,000 from existing cost centre code 85014 299 00 on the proposed manufacture, supply and installation of bespoke equipment to form a temporary mortuary facility at Waterside Industrial Park	
<b>Decision details:</b>	<p>What decision has been taken?<sup>2</sup></p> <p>The Director of Communities &amp; Environment approved the incurring of expenditure of £800,000 from existing cost centre code 85014 299 00 on the proposed manufacture, supply and installation of bespoke equipment to form a temporary mortuary facility at Waterside Industrial Park.</p> <p>This decision is exempt from call-in as any unnecessary delay may severely impact on the city's ability to deal with the anticipated increase in mortality rates as a consequence of the Covid-19 outbreak.</p> <p>A brief statement of the reasons for the decision<sup>3</sup></p> <p>As part of the emergency planning in response to the Covid-19 outbreak, the City Council is making preparations for the provision of a temporary mortuary to support existing facilities in the city. Separately, the Director of Communities and Environment has been requested to approve the Waiving of Contract Procedure Rules 9.1 and 9.2 to authorise the appointment of Airedale Catering Equipment Ltd to supply and install bespoke equipment into the proposed temporary mortuary without inviting competitive tenders for such equipment.</p> <p>The Chief Finance Officer has confirmed support for the payment of a deposit of 35% of the contract value of each order placed with the company</p>	

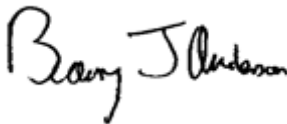

<sup>1</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>2</sup> Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

<sup>3</sup> Include any significant financial, procurement or legal implications

	<p>manufacturing, supplying and installing the bespoke equipment to be used in the temporary mortuary.</p> <p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>No alternative option considered. Authority to Spend £800,000 on the proposed manufacture, supply and installation of bespoke specialist equipment for the temporary mortuary is required.</p>
<b>Affected wards:</b>	Hunslet & Riverside
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>The Executive Member has been briefed</p> <p>Ward Councillors</p> <p>Ward Members were briefed on the proposed facility on 27 March 2020</p> <p>Group Leaders (Councillors A Carter and S Golton) have been briefed on the proposed facility.</p> <p>Chief Finance Officer has been consulted (29 March 2020)</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The accountable officer is the Director of Communities &amp; Environment. The works will be undertaken to ensure the facility is operational by circa mid-April 2020.</p>
<b>Special Urgency</b>	<p>A brief statement of the reason why it is impracticable to delay the decision</p> <p>Given the urgency of the nature of the works it was vital that Authority to Spend of £800,000 be approved so that an initial order (to the value of £306,000 rounded) could be placed with Airedale Catering Equipment Ltd, in order to secure the manufacture and installation of the equipment to allow delivery to site during week commencing 13 April 2020, so that the temporary facility is available to support existing mortuary facilities in the city as soon as possible.</p>
<b>Approval of</b>	Relevant Scrutiny Chair(s)

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

<b>Scrutiny Chair:</b>	Councillor Anderson	
	 Signature	Date 30/03/2020
<b>Call In</b>	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>The approval to authorise incurring of expenditure of £800,000 from existing cost centre code 85014 299 00 on the proposed manufacture, supply and installation of bespoke equipment to form the temporary mortuary is exempt from call-in as any unnecessary delay may severely impact on the city's ability to deal with the anticipated increase in mortality rates as a consequence of the Covid-19 outbreak.</p>	
<b>Approval of Decision</b>	<p>Authorised decision maker<sup>5</sup></p> <p>James Rogers, Director of Communities &amp; Environment</p>	
	 Signature	Date 31/03/20

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<sup>5</sup> Name the officer with appropriate delegated authority to take the decision.