

Urgent Key Delegated Decision

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

Lead director:	Director of Communities & Environment	
Contact person:	Chris Coulson/ Stacey Walton	Telephone number:
		0113 3787738 0113 3787743
Subject¹:	Waiver of CPRs 9.1 & 9.2 to invite a single tender from and to appoint Airedale Catering Equipment Ltd to provide and install bespoke chiller/freezer rooms and associated equipment in an industrial unit at Waterside Industrial Park	
Decision details:	What decision has been taken? ²	
	<p>The Director of Communities & Environment approved the Waiver of Contract Procedure Rules 9.1 and 9.2 to invite a single tender from and to appoint Airedale Catering Equipment Ltd to provide and install bespoke chiller/freezer rooms and associated equipment in a temporary mortuary facility in an industrial unit at Waterside Industrial Park.</p> <p>This appointment 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>	
	A brief statement of the reasons for the decision ³	
	<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. Airedale Catering Equipment Ltd will manufacture and install chiller/freezer rooms and associated equipment for use in the temporary mortuary.</p> <p>The Director of Communities and Environment has separately approved a report to authorise incurring expenditure of £800,000 from existing cost centre code 85014 299 00 on the proposed manufacture, supply and installation of bespoke equipment for use in a temporary mortuary facility at Waterside</p>	




¹ 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

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

³ Include any significant financial, procurement or legal implications

	<p>Industrial Park</p> <p>The Council's 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 providing the bespoke equipment</p>
	<p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>The only other option available would have been to competitively tender the manufacture and installation of the equipment. Allowing time for the tender process to conclude would have meant an unacceptable delay in the temporary mortuary becoming operational.</p>
Affected wards:	Hunslet & Riverside
Details of consultation undertaken⁴:	<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>Legal Services 30/03/2020</p> <p>Procurement Services 30/02/2020</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The accountable officer is the Director of Communities & Environment. The works will be undertaken to ensure the facility is operational by circa mid-April 2020.</p>
Special Urgency	<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 to place an initial order with Airedale Catering Equipment Ltd on 30 March 2020 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>

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

Approval of Scrutiny Chair:	Relevant Scrutiny Chair(s) Councillor Anderson		
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Signature		Date 30/03/2020	
Call In	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>This appointment 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>		
Approval of Decision	Authorised decision maker ⁵ James Rogers, Director of Communities & Environment		
	<table border="1"> <tr> <td>Signature</td> <td></td> <td>Date 31/03/20</td> </tr> </table>	Signature	
Signature		Date 31/03/20	

⁵ Name the officer with appropriate delegated authority to take the decision.