


## Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made.

Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR <sup>i</sup> :	Director of City Development						
SUBJECT <sup>ii</sup> :	Procure Consultants through Hays Specialist Recruitment Limited for Geotechnical Work without seeking competition.						
DECISION DETAILS <sup>iii</sup> :	<p>The Chief Officer (Highways and Transportation) agreed to</p> <ul style="list-style-type: none"> <li>i) approve the waiver of Contract Procurement Rule No 8.1 and 8.2 - Intermediate Value Procurements to allow Leeds City Council to enter into a contract directly with consultants Hays Specialist Recruitment Limited.</li> <li>ii) approve the appointment to begin on 04.04.2020 and terminate on 3.03.2021</li> <li>iii) spend to be based on a schedule of rates to be a maximum of £80,000 over the contract term</li> </ul> <p><input type="checkbox"/></p> <p>Historically the Geotechnical team have had a lot of issues sourcing expertise required to execute high end project work. Geotechnical projects rely heavily on interpretational expertise. The expertise sourced will alleviate a lot of the current pressures on the department to deliver against many major upcoming schemes but also help improve valuable contribution to the Site Development team and H&amp;T in the wider sense.</p> <p><input type="checkbox"/></p>						
TYPE OF DECISION:	<p>Key Decision (Executive)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Is the decision eligible for call-in?<sup>iv</sup></td> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> <tr> <td>Is the decision exempt from call-in?<sup>v</sup></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table> <p><input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive<sup>vi</sup> – not subject to call-in)</p> <p>Administrative Decision (Council or Executive<sup>vii</sup> – not subject to publication or call-in)</p>	Is the decision eligible for call-in? <sup>iv</sup>	Yes	No	Is the decision exempt from call-in? <sup>v</sup>	Yes	No
Is the decision eligible for call-in? <sup>iv</sup>	Yes	No					
Is the decision exempt from call-in? <sup>v</sup>	Yes	No					

<p>NOTICE<sup>viii</sup> / CALL-IN (KEY DECISIONS ONLY):</p>	<p>Date the decision was published in the List of Forthcoming Key Decisions: If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the</p>
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	Council or the public:-	
AFFECTED WARDS:	N/A	
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted: Interest disclosed? <sup>ix</sup> <input type="checkbox"/> Yes (Date of dispensation: ) X No
	Ward Councillor	Date consulted: Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) X No
	Others <sup>x</sup> (please specify: )	Date consulted: Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) X No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes X No (If yes, you must complete the Approval box below)	
CAPITAL INJECTION APPROVAL	(Name: ) (Title: )	Capital Scheme Number: XXXXX / XXX / XXX Date:
CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)	Contract Reference Number	Contract Title
		Supplier
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation  Timescales for implementation <sup>xi</sup>	
CONTACT PERSON:	Mr Seamus Millar	Telephone number <sup>xii</sup> : 0113 3781767
DECISION MAKER / AUTHORISED SIGNATORY <sup>xiii</sup> :	Name: Oliver Priestley Name: Head of  Civil Engineering, City	Date: 12 May 2020

	Development	
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<sup>i</sup> The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

<sup>ii</sup> A brief title should be inserted here. 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>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

<sup>iv</sup> See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

<sup>v</sup> If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>vi</sup> If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

<sup>vii</sup> Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.

<sup>viii</sup> All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

<sup>ix</sup> No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

<sup>x</sup> This may include other elected Members, officers, stakeholders and the local community.

<sup>xi</sup> Please include proposed timescales for commencement and / or completion of implementation as appropriate.

<sup>xiii</sup> The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.