

Record of Officer Decision

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of Children & Families	
Contact person:	Robert Thirtle	Telephone number: 0113 3787206
Subject²:	Planned Maintenance Programme 2020/21 Tender Acceptance: West SILC Capital Scheme Number: 33225/RFG/000	
Decision details:	What decision has been taken? ³	
	The Built Environment Lead Officer accepted the tender supplied by Leeds LEP in the sum of £221,241.57 to carry out Roofing works at West SILC (Milestone Site).	
	A brief statement of the reasons for the decision ⁴ This scheme forms part of the DCR for the Planned Maintenance Programme 2020/21 which was approved by the Director of Children and Families on 10 th February 2020.	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision N/A	
Affected wards:	Bramley and Stanningley	

¹ With delegated authority set out in Constitution

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

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

Details of consultation undertaken⁵:	Executive Member	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation	
List of Forthcoming Key Decisions⁶	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s)	
	Signature	Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" 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 ⁸ Sally Lowe, Built Environment Lead Officer	

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.

Signature

A handwritten signature in black ink, appearing to read "Polly Lewis". The signature is written in a cursive style with a long horizontal stroke at the bottom.

Date: 30/6/20