

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 checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Resources and Housing – Neil Evans		
Contact person:	Lisa Fisher Senior Commissioning Officer		Telephone number: 0113 37 89582
Subject²:	Next Steps Accommodation programme – revenue funds - Approval to put in place a contract for 4 months (renewable fortnightly) with GCA Security and Facilities Management for provision of onsite security at sites including Britannia and Roomzz Hotels and the shower facility at St Anne’s Resource Centre from 1 st December 2020 in response to the COVID 19 outbreak.		
Decision details³:	What decision has been taken? Approval of payment of up to £150,000 to GCA Security and Facilities Management to provide 24/7 security at the current hotel provision as well as assist in the running of the hygiene facility based at St Anne’s Resource Centre.		
	A brief statement of the reasons for the decision In response to the pressure of demand for self-contained COVID safe emergency accommodation and hygiene facilities for rough sleepers during the COVID19 outbreak it has been necessary to continue the use of the hotels as emergency accommodation and St Anne’s Resource Centre for showers, laundry and safe mailing address from 1 st December 2020 during the COVID19 outbreak until the end of March 2021. Due to the demand to respond to the pandemic immediately in March and ensure that the services were safe, the Council used a company where there was already a contract already in place, to assist with 24/7 on site security staffing at the hotel accommodation. There is now an opportunity to move to an arrangement with a different		

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>company which will lead to an improved security solution which better meets the needs of the people staying at the hotels and which offers improved value for money.</p> <p>Arrangements had previously been made with GCA Security and Facilities Management to provide security cover at our commissioned service St George's Crypt and they were also used since April 2020 to provide supervision and security at another location as part of the Council's supported accommodation response. They have demonstrated suitable experience with this client group and are highly recommended.</p> <p>This company was used as they were already operating at two other services and had the relevant experience. Feedback from Council colleagues who are also providing support to residents in the building about the company is positive. As one of our providers managing the hotels have also used this security firm, support staff are used to GCA security and it would be positive to continue current arrangements with GCA Security and Facilities Management. Due to the complexity of need of the residents and limited support staff it is necessary to provide 24/7 on site security staffing resource. The buildings will be used to provide emergency accommodation and hygiene facilities to vulnerable homeless people and rough sleepers and the arrangement will be reviewed on a fortnightly basis taking into consideration Government COVID19 advice.</p> <p>This report recommends that a contract is established between the Council and GCA Security and Facilities Management, reviewed on a fortnightly basis for up to a four month period.</p> <p>The estimated cost for the period 1st December 2020 to 31st March 2021 is £150,000.00.</p> <p>A payment from the Next Steps Accommodation grant will cover the costs of providing security to the premises and will help Leeds to manage during the COVID outbreak.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Continuing with the same company was considered but the new arrangements will better meet the needs of clients and offer better value for money.</p>
<p>Affected wards:</p>	<p>City Centre and Swarcliffe</p>

Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Others A range of council departments and wider stakeholders were consulted.		
Implementation	Officer accountable, and proposed timescales for implementation Julie Staton, Head of Commissioning GCA Security and Facilities Management have been consulted and have capacity to start this work from 1 st December 2020. We are required to give 2 weeks notice to our current provider.		
List of Forthcoming Key Decisions⁵	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) approval Signature _____ Date _____		
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval 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	Authorised decision maker ⁸		

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

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

Decision	Neil Evans, Director of Resources & Housing	
	Signature 	Date: 19/11/20