

## Delegated Decision Notice

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

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 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
<b>Director<sup>1</sup></b>	Director Communities & Environment		
<b>Contact person:</b>	Simon Frosdick		Telephone number: 3786002
<b>Subject<sup>2</sup>:</b>	Tender for a City Wide Footway Weed Control Contract		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken? The Chief Officer, Parks and Countryside gave authorisation to instruct Procurement team to commence a tender process for delivery of a city wide footway weed control contract for treatment of weeds within designated hard surfaced areas adjoining the adopted highway and within communal housing areas		
	A brief statement of the reasons for the decision Current provision ends on 31 <sup>st</sup> March 2021. Following an options appraisal and consultation with internal stakeholders, procurement of a replacement contract by suitably qualified providers was identified as the most appropriate and cost effective option available to the council		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  Options for insourcing – on both a herbicide based regime and alternative arrangements through street cleansing enhancements - were rejected due to significant cost increase and lack of suitable storage/transport infrastructure		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</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>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

<b>Affected wards:</b>	City wide contract treating footways in all Wards
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Environment and Active Lifestyles – November 2020
	Ward Councillors N/A
	Others Heads of Service and Service Managers within Housing Leeds, Highways Asset Management and Cleaner Neighbourhoods – throughout 2020
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Business Development Manager, Parks and Countryside Expect tender to be advertised late December 2020/Early January 2021
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision The proposed timeline to enable mobilisation of a new contractor in time for spraying to commence spring 2021, allowing for a six week 'standstill' period after an award decision has been made, is extremely tight. For this reason, the decision should come into effect no later than mid December 2020. It is therefore recommended that a General Exception is invoked under Executive and Decision Making Procedure Rules in Part 4 of the Constitution. The proposed timeline makes full provision in relation to any future decision regarding contract award.
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible: N/A

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

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

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

	If published late relevant Executive member's approval	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Sean Flesher, Chief Officer Parks and Countryside	
	Signature 	Date 27/11/2020

<sup>7</sup> 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.

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