

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 checked="" 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
Director¹	Director of Resources & Housing		
Contact person:	Andrew Lingham, Senior Project Manager (Sustainable Energy & Air Quality)	Telephone number: 0113-378-6370	
Subject²:	Award of an interim maintenance contract for Merrion House gas-fired generators		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Officer (Sustainable Energy & Air Quality):</p> <p>a) Approved the waiver of Contracts Procedure Rules 8.1 and 8.2 (relating to the requirement for competition for intermediate value procurements) in respect of an interim maintenance contract for the Merrion House gas-fired generators;</p> <p>b) Approved the award of a contract to Edina UK Ltd in the sum of £90k for the maintenance of the Merrion House gas-fired generators, with the contract intended to commence on 5th January 2021 and expire on 4th January 2022.</p> <p>A brief statement of the reasons for the decision: The Council installed gas-fired generators as part of the Merrion House refurbishment, which were designed to be operated at peak times to generate electricity to create an income stream to the Council and to reduce running costs for the building. Technical issues have resulted in an extended period of downtime for the generators recently, during which time the existing contractual arrangement for maintenance has expired.</p> <p>With these issues now resolved, it is proposed that Contracts Procurement Rules 8.1 and 8.2 be waived and that Edina UK Ltd, who carried out the maintenance previously, be awarded an interim contract allowing a sufficient period in which a competitive tendering process can be completed and the successful contractor mobilise. This will ensure that short-term savings/income resulting from the optimisation of the Merrion House generators can start to be realised immediately whilst the full procurement process is completed.</p>		

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.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision: Alternative options would all have resulted in delays in securing any energy income or savings, thus resulting in a cost pressure to the Council.	
Affected wards:	None	
Details of consultation undertaken⁴:	Executive Member Executive Member (Resources) briefed on 17 th December 2020.	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Polly Cook, Chief Officer, Sustainable Energy & Air Quality. To be implemented in line with contract start date as referred to above.	
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

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.

	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 Polly Cook, Chief Officer, Sustainable Energy & Air Quality	
	Signature 	Date 21 st December 2020

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