

Delegated Decision Notice

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

Decision type	<input checked="" type="checkbox"/> Key Decision	<input 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 checked="" 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
Director¹	Neil Evans, Head of Resources & Housing		
Contact person:	Paul Rounding, Capital Programme Manager		Telephone number: 0113 378 1196
Subject²:	Social Housing decarbonisation fund - Whole House Energy Efficiency Improvements on the Holtdale estate		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Director of Resources and Housing:</p> <ol style="list-style-type: none"> 1. Authorised spend of £8.87m from the capital programme during the financial year 2021/22 to enable delivery of 190 whole house retrofits non-traditional, solid wall low rise (2 storey) flats in the Holt Park area of the city. 2. Approved the proposed procurement of an external contractor for these specialist works via a direct call off from the Better Homes Yorkshire (BHY) framework. 3. Approved funding arrangements set out in confidential appendix 2 4. Exempt (funding arrangements) from call in. <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The decision has been made to procure a contractor from the Better Homes Yorkshire framework for planned investment and improvement works on 190 properties within the Holt Park area of the city. The works aim to improve the energy efficiency of these properties, helping the council tackle fuel poverty and help towards the aim of Leeds being</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.

	<p>carbon neutral by 2030.</p> <p>This report seeks approval to proceed with the preferred procurement route and authorise spend of £8.87m from the Housing Capital Programme from Housing Revenue Account (HRA).</p> <p>Works are due to start on site in March 2021 and be completed by December 2021.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Carrying out the procurement through a competitive process – Due to the extra timings this route would add onto the project, this was not recommended as a route due to the availability of external funding.</p> <p>Carrying out the works through the in-house provider, LBS – LBS do not have the specialism or resource to carry out the works within the timeframe.</p>
Affected wards:	Adel & Wharefdale
Details of consultation undertaken⁴:	<p>Executive Member:</p> <p>Cllr Debra Coupar, Executive Member for Communities</p>
	<p>Ward Councillors</p> <p>Cllr Barry Anderson</p> <p>Cllr Caroline Anderson</p> <p>Cllr Billy Flynn</p>
	<p>Others</p> <p>Procurement, Legal & Finance – November – January 2021</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Paul Rounding, Capital Programme Manager</p> <p>Contract Award in Feb 2021, works start on site in March 2021 and are completed on site in December 2021.</p>
List of	Date Added to List:- 11/12/2020

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

Forthcoming Key Decisions⁵	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: In order to access external funding the recommendation 3 above must be actioned no than the the 15 th Januray 2021	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁷ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: Recommendations 1 and 2 will be subject to call-in, however, recommendation 3 will not be subject to call-in for the reasons set out in confidential appendix 2.	
Approval of Decision	Authorised decision maker ⁸ Neil Evans, Director of Resources and Housing	
	Signature 	Date: 15/01/21

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.