

Delegated Decision Notice (DDN)

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	Resources and Housing		
Contact person:	Craig Simpson		Telephone number: 0113 378 5416
Subject²:	Authority to procure a Managed Stores provider to supply materials to support LBS direct delivery workforce for responsive repairs and maintenance works		
Decision details³:	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.) The Director of Resources & Housing has approved an award through the Central Housing Investment Consortium Merchants framework to Wolseley UK Limited for a term of 18 months with a provision to extend for up to a further 6 months with a planned start date of 1st April 2021. The estimated value of this service is expected to be approximately £10,000,000 per annum, with an 18 month contract totalling £15,000,000 increasing to a total potential contract value of £20,000,000 if provisions to extend the agreement up to 24 months are used.		
	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) Leeds Building Services (LBS) have an ongoing requirement to purchase a wide range of building construction materials in order to deliver an efficient and effective service across the City.		

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>Legal representatives from the Council's Procurement and Commercial Services (PACS) have been consulted on the use of the CHIC framework, and have approved this for use.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
Affected wards:	City wide
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	<p>Others</p> <ul style="list-style-type: none"> • Head of Leeds Building Services • Senior Financial Manager for Leeds Building Services • Leeds Building Services Key Stakeholders, • Procurement and Commercial Services (inc. Legal), • CEL WAM/WBR
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Sami Dean</p> <p>Contract Start: 1st April 2021</p>
List of Forthcoming Key Decisions⁵	Date Added to List: 12/01/2021
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

report⁶	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 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 Neil Evans, Director of Resources & Housing	
	Signature 	Date: 02/03/21

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.