

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:	DN527684 (previously DN461201) – Authority to procure specialist contractors to support Leeds Building Services with the delivery of electrical works to non-housing properties		
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 approved the use of a below threshold procurement procedure to establish a framework agreement of up to 5 contractors to deliver electrical works to non-housing council properties, valued at £550,000 per annum, starting on 1st September 2021 for a term of 4 years with no provision to extend. The maximum value of the framework agreement will be up to £2,200,000.		
	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) To allow the Council's internal service provider, LBS, additional capacity to sub-contract elements of work where they do not have the direct labour resources to carry out the works internally. It is planned that LBS will deliver works through their own direct workforce in the first instance but this framework will provide additional capacity should it be required. The work to deliver electrical works to		

¹ Give title of Director with delegated responsibility for function to which decision relates.

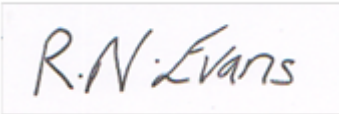
² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>non-housing council properties is valued at £550,000 per annum, starting on 1st September 2021 for a term of 4 years with no provision to extend. The maximum value of the framework agreement will be up to £2,200,000.</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:	N/A
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>Isaac James</p> <p>01133782409</p> <p>Contract Start: 1st September 2021</p>
List of Forthcoming Key Decisions⁵	Date Added to List:- 04/11/2020
	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>

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

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 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:	
Approval of Decision	Authorised decision maker ⁸ Neil Evans, Director of Resources & Housing	
	Signature 	Date: 15/03/21

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.