

## Delegated Decision Notice (DDN)

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 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
<b>Director<sup>1</sup></b>	Director of Resources		
<b>Contact person:</b>	Craig Simpson		Telephone number: 0113 378 5416
<b>Subject<sup>2</sup>:</b>	DN527681 (previously DN465697) – Authority to procure specialist contractors to support Leeds Building Services with the delivery of multi trade responsive repairs and planned schemes to non-housing properties		
<b>Decision details<sup>3</sup>:</b>	<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>a) The Director of Resources approved the use of an above threshold open competitive procedure to establish a framework agreement of up to 4 contractors, valued at £3,000,000 per annum for works estimated at up to £100k, starting on 1st September 2021 for up to a maximum term of 4 years. The maximum value of the framework agreement will be up to £12,000,000.</p> <p>b) The Director of Resources approved the inviting tenders from Constructionline for works estimated at above £100k. The annual estimated value of this work is £1m and will run alongside the 4 year framework contract.</p> <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 Director of Resources &amp; Housing has approved the use of an above threshold open competitive procedure to establish a framework</p>		


<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.

	<p>agreement of up to 4 contractors, valued at £3,000,000 per annum, for works estimated at up to £100k starting on 1st September 2021 for up to a maximum term of 4 years. The maximum value of the framework agreement will be up to £12,000,000.</p> <p>The Director of Resources approved the inviting tenders from Constructionline for works estimated at above £100k. The annual estimated value of this work is £1m and will run alongside the 4 year framework contract.</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>
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	<p>Others</p> <ul style="list-style-type: none"> <li>• Head of Leeds Building Services</li> <li>• Senior Financial Manager for Leeds Building Services</li> <li>• Leeds Building Services Key Stakeholders,</li> <li>• Procurement and Commercial Services (inc. Legal),</li> <li>• CEL WAM/WBR</li> </ul>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Isaac James</p> <p>01133782409</p> <p>Contract Start: 1<sup>st</sup> September 2021</p>
<b>List of</b>	Date Added to List:- March 2021

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

<b>Forthcoming Key Decisions<sup>5</sup></b>	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<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:	
	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="" 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> Neil Evans, Director of Resources	
	Signature 	Date: 12/04/21

<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

<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.