

## Delegated Decision Notice

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" 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 type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" 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 Childrens & Families		
<b>Contact person:</b>	Chris Gosling (Project Manager)		<b>Telephone number:</b> 07891 276 855
<b>Subject<sup>2</sup>:</b>	Waiver of Contract Procedure Rules (CPR's) for the utilisation of Authority owned modular accommodation at Horsforth School		
<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 style="text-align: center;">The Director of Children and Families is recommended to:</p> <p>a) Approve the waiver of the following Contracts Procedure Rule to allow the installation of a Council owned proprietary modular build system teaching block, currently in long-term storage at Portakabin Ltd. Leeds yard, at Horsforth School.</p> <ul style="list-style-type: none"> <li>○ <b>CPR 9.1</b> Where no appropriate internal provider, Exclusive Supplier, existing provider, LCC Approved Framework Agreement or Approved Framework Agreement exists, competition is required for procurements valued over £100k.</li> <li>○ <b>CPR 9.2</b> Where there are sufficient numbers of providers at least four written tenders will be invited.</li> </ul> <p>b) Award the tender to Portakabin Limited based on the initial cost submission of £320,964.89. Noting that this is subject to further design development and survey information. The contract will be put forward for award following completion of this design development exercise and approval of a future design cost report for the works.</p> <p>c) Note; installation costs of the Council owned modular teaching block will be funded from existing financial provision held within the Learning Places programme; any further financial approvals that may be required will be sought as part of the final account resolution process.</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>d) Note that the officer responsible for implementation is the Head of Service Learning Systems.</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>Decisions required to facilitate the utilisation of an existing LCC owned modular building, currently in long-term storage at Portakabin's Leeds depot, to facilitate the 'bulge' cohort expansion of Horsforth School. Required to place an additional 60 pupils at Horsforth School with effect from September 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>No alternative options available.</p>
<b>Affected wards:</b>	Horsforth
<b>Details of consultation undertaken<sup>4</sup>:</b>	<b>Executive Member</b>
	<b>Ward Councillors</b>
	<b>Others</b>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Jane Walne – Head of Service Projects and Programmes</p> <p>Viv Buckland – Head of Service Learning Systems</p> <p>Immediate implementation required to ensure school is available for commencement of the 2021/22 academic year.</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<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

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

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

	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 type="checkbox"/> Yes <input checked="" 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> Sal Tariq – Director of Children & Families	
	Signature 	Date: 19/4/21

<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.