

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 type="checkbox"/> Key Decision	<input checked="" 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 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
Director¹	Director of Communities, Housing & Environment		
Contact person:	Paul Rounding		Telephone number: 07891272386
Subject²:	Authority to Award a contract for the provision of Cavity Wall and Loft Insulation Works including Energy Performance Certificates (EPCs) to Council housing stock		
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> <ul style="list-style-type: none"> • The Director of Communities, Housing & Environment noted the contents of this report and approved the appointment of Dyson Energy Services Ltd. • The contract will commence on the 7th May 2021 for a period of 3 years with the option to extend for a further 12 months. The annual value of this contract will be £120,000 per annum with a potential estimated contract value of £480,000 if the extension is utilised <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>After a tender process using the Constructionline database it was agreed that the above contractor has successfully met the needs of the business. Consultation/Collaboration took place between PACS, the Capital Programme team and Commercial team within Strategy & Investment and the Housing Leeds Procurement team.</p> <p>The proposed new contract will have a wider scope than the previous contract with the inclusion of EPCs.</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>The tender will be based on 100% price using a Schedule of Rates, ensuring value for money.</p> <p>.</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:	All wards
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Others N/A
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Capital Programme Manager</p> <p>Contract Award - April 2021</p> <p>Contract Commencement - 7th May 2021</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:- N/A (SOD)</p>
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A</p>
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p> <p>N/A</p>
Publication of report⁶	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p>
	<p>If published late relevant Executive member'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

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁷ for call-in?	<input 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 James Rogers, Director of Communities, Housing & Environment		
	Signature	Date: 18/05/21	
			

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.