

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	James Rogers, Director of Communities, Housing and Environment		
Contact person:	Paul Rounding, Capital Programme Manager		Telephone number: 0113 3781196
Subject²:	Call off and contract award from the Re-roofing and Associated Works framework, for 2021/2022		
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> <p style="text-align: center;">The Director of Communities, Housing and Environment:</p> <ul style="list-style-type: none"> • Approved the call off and contract award from the Re-roofing and Associated Works framework contract for a total of £2.5m for the financial year 2021/22 (year one) work, to start 1st June 2021 and end on the 31st March 2021. Award to the contractors ranked first and second in the tender evaluation in line with the agreed selection process for year one works: <ul style="list-style-type: none"> ▪ Houston Roofing (Houston Group of Companies Ltd, formerly Houston Roofing Limited) ▪ A Connolly Limited • Noted that the planned spend on the works will be split equally between the two contractors, each receiving a contract for approximately £1.25 million of work. 		


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>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 decision is to be taken to call off from the framework agreement for the re-roofing and associated works for a 1 period to two contractors.</p> <p>These contractors will complete the works for year 1 after being deemed the most economically advantageous bidders from the competitive tender process.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Not calling off from the framework – The procurement strategy for the scheme would not be implemented and there would be no procurement activity for the works.</p> <p>Awarding the framework to other bidders – This would not bring value for money for the council and would not follow CPR rules or public sector procurement legislation.</p>
Affected wards:	All - Citywide
Details of consultation undertaken⁴:	<p>Executive Member Cllr Debra Coupar, Executive Member for Communities is supportive of the scheme.</p> <p>Ward Councillors Consultation with ward councillors on high level plans has taken place in June 2020, when the key decision was published.</p> <p>Others Procurement, Legal, Finance – March-May 2021. Leaseholder consultation has occurred following legal requirements. Resident consultation will commence on affected residents following contract award.</p>
Implementation	Officer accountable, and proposed timescales for implementation

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

	Paul Rounding, Capital Programme Manager Proposed contracts to start in May 2021 and run for 1 years until March 2022. A call off from the framework will occur each year for the works.		
List of Forthcoming Key Decisions⁵	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
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 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 James Rogers, Director of Communities, Housing and Environment		
	Signature 	Date: 20/05/21	

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

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.