

## 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>	Jane Harwood		Telephone number: (0113) 3784422
<b>Subject<sup>2</sup>:</b>	To award a contract under the Council's Office Furniture Framework Agreement and to vary the specification		
<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>The Director of Resources approved the award of a call-off contract to Flexiform Business Furniture Limited (Flexiform) under the council's framework agreement for the supply and delivery of office furniture and related design and installation services and to vary the specification to include additional items of furniture. The value of the new call-off contract is anticipated to be in the region of £1m (including the extension period). The contract will commence on 14<sup>th</sup> June 2021 and expire on 13<sup>th</sup> June 2022. There will be one 6 month extension option.</p> <p>The Head of Facilities Management will be responsible for implementing the decision as soon as call-in has expired.</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>		

<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>The Council requires a contract for the provision of office furniture for the next 18 months, in order to deliver the planned initial remodelling of the estate and to support staff returning to work. It is considered that entering into a call-off contract under the existing Leeds City Council Framework represents the best approach in order to ensure continuity of supply of products. The variations proposed will ensure that the Council meets its accessibility requirements for all staff. A procurement exercise will be undertaken in 2022, based on feedback from staff regarding following the return to the office in June 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>In consultation with Procurement and Commercial Services (PACS), it was agreed that calling off from the Council's existing framework agreement represented best value for money for the Council, until such time that it is clear what the long term requirements of the Council will be. Using other Frameworks was considered as an option, or turning a full procurement process, however it was considered that there was insufficient information at this time to undertake a robust procurement. These options will be reviewed again in order to decide the best route to market for the Council's long term requirements.</p>
<b>Affected wards:</b>	
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Ward Councillors</p> <p>Others</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Head of Facilities Management will be responsible for implementing the decision as soon as call-in has expired.</p>
<b>List of</b>	<p>Date Added to List:- 23 April 2021</p>

<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: 25/05/21

<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.