

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	Resources		
Contact person:	Craig Simpson		Telephone number: 01133785416
Subject²:	Approval for the Contract Award – Responsive Repairs and Maintenance for Drainage Works		
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>a) The Chief Officer Civic Enterprise Leeds approved the appointment of the following contractors:</p> <ol style="list-style-type: none"> I. Lot 1 –Subscan UDS Ltd for Housing – East Leeds only and Non-Housing – East & West Leeds only II. Lot 2 – Easaway Drain Care UK ILd for Housing – South only and Non-Housing – South only <p>b) The contract to start 1st July 2021 for a 4 year period ending initially on the 30th June 2025 with the option to extend for a further 4 x 12 months. . The value of the contract is estimated to be in the region of £800,000 pounds per year for each lot, totalling £12.8 million including any extensions.</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) After a restricted tender process it was agreed that the above two organisation</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.

	were successful and met the needs of the business. Consultation/Collaboration took place between PACS, Leeds Building Services, the Quantity Survey team with in Commercial Services and the procurement team.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A
Affected wards:	All wards N/A - Citywide
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Others N/A
Implementation	Officer accountable, and proposed timescales for implementation Head of Leeds Building Services Contract Award – June 2021 Contract Commence – July 2021
List of Forthcoming Key Decisions⁵	Date Added to List:- 9 th March 2020
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A
	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

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

	Signature	Date
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: N/A - SOD	
Approval of Decision	Authorized decision maker ⁸ Sarah Martin	
	Signature 	Date: 10.06.2021

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.