

## 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 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 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
<b>Director<sup>1</sup></b>	Director of Resources		
<b>Contact person:</b>	Craig Simpson		Telephone number: 0113 3785416
<b>Subject<sup>2</sup>:</b>	LBS Multi-trade – Contract Award.		
<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 Chief Officer of CEL approved the award of the Housing Multi-trade contract to commence 1<sup>st</sup> July 2021 for a period of 4 years, with the option to extend for a further 4 x 12 month periods, with an estimated value of £3,000,000 per annum. The suppliers and lot allocations are indicated below:</p> <p>John Rodriguez Plastering Ltd– Void Management Areas 2 &amp; 5</p> <p>Evolve Construction Services Yorkshire Limited – Void Management Areas 6 &amp; 7</p> <p>Palm Yorkshire – Void Management Areas 1 &amp; 3</p> <p>Cambridge Construction Northern Limited – Void Management Area 4</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>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 award the contract to the four contractors as a result of the procurement process which was undertaken following a key decision taken in March 2021. Consultation has been carried out with the Chief Officer of CEL, Trade Unions and Procurement and Commercial Services during the tender process.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option to approving this contract award, is to abort the procurement activity and rely on LBS direct workforce for all multi-trade works in domestic properties. This is not recommended, due to the risk of high non-contract spend, and decreased quality of service provision provided to tenants on behalf of Housing Leeds.</p> <p>Consideration has been given to awarding all management areas to the lowest priced tender, however the strategy is to have a blended approach to ensure wide engagement with the local SME sector, in addition having a sole contractor for provision of this work would leave the authority at significant risk should the selected organisation encounter financial stability issues. Awarding a contract with multiple suppliers ensures there are contingency measures in place should we encounter a supplier failure</p>
<p><b>Affected wards:</b></p>	<p>Alwoodley, Harewood West, Wetherby, Moortown, Roundhay, Chapel Allerton, Gipton, Harehills, Killingbeck, Seacroft, Crossgates, Whinmoor, Burmantofts, Richmond Hill, Temple Newsam, Beeston, Holbeck, Hunslet, Riverside, Morley North, Morley South, Middleton Park, Ardsley, Robin Hood, Rothwell, Garforth, Swillington, Kippax and Methley</p>
<p><b>Details of</b></p>	<p>Executive Member</p>

<b>consultation undertaken<sup>4</sup>:</b>	Ward Councillors	
	Others Trade Unions, CEL Chief Officer	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Craig Simpson Contract commences 1 <sup>st</sup> July 2021 for an initial 4 year period.	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:- 12/04/2021	
	<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 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> Sarah AMrtin, Chief Officer Civic Enterprise Leeds	
	Signature 	Date: 25/06/21

<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

<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.

