

## Delegated Decision Notice

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 checked="" 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 City Development		
<b>Contact person:</b>	Sam Lewis	Telephone number: 0113 3786965	
<b>Subject<sup>2</sup>:</b>	Waiver of Contract Procedure Rules No 8.1 and 8.2 to award a contract to Locality for the provision of Morley Town Investment Plan Phase 2 Communication Services		
<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>In respect of Morley Towns Fund, the Chief Officer of Asset Management and Regeneration is recommended to approve the waiver of Contracts Procedure Rules No 8.1 and 8.2 – Intermediate Value Procurement and award a contract to Locality in the sum of £49,088. This is a capped fee based on a detailed quote.</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> <p>The initial contract terms were driven primarily by funding certainty provided by the capacity funding through MHCLG. Leeds City Council have been successfully awarded a Town Deal for Morley but now need to produce business cases and develop the projects within the Town Investment Plan further. To secure the funding a summary document for each project will need to be submitted to MHCLG before the end of the financial year. There is therefore an urgent need to secure additional communication and engagement support for the programme.</p> <p>As an appropriate competitive process has been undertaken as recently as August 2020 we have assessed what other providers can offer. Locality were successful in that process. The services required have not changed, or the disciplines and scope of work, although it is extended in timescales and quantity.</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>Locality have embedded knowledge and stakeholder relationships from the work undertaken in the first stage and this should be carried into the next stage of work.</p> <p>This includes specific consultation knowledge, familiarity with the bid and the key stakeholders, partners and delivery organisations.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Not applicable.</p>
<b>Affected wards:</b>	Morley North & Morley South
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>A major consultation exercise has been undertaken in Morley to inform the development of the Town Investment Plan bid for Towns Fund monies.</p> <p>The Morley Town Deal Board has been consulted regarding the reappointment of Locality and are supportive. The Board is made up of local residents, local businesses, voluntary organisations, the Executive Member for Infrastructure and Climate, Ward Members, Morley Town Councillors and the MP for Morley.</p> <p>Leeds City Council's Procurement and Commercial Services have been consulted regarding the reappointment of Locality and are supportive.</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation Head of Regeneration.</p> <p>It is intended to appoint Locality urgently due to the tight timescales relating to the funding submission and the need to undertake communication and engagement to inform project development work.</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<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:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

<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

<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> Angela Barnicle, Chief Officer Asset Management and Regeneration
	Signature  Date 9 July 2021

<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.