

## 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 checked="" 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>	The Director of Children and Families		
<b>Contact person:</b>	Adele Berry		Telephone number: 07891275964
<b>Subject<sup>2</sup>:</b>	Planned Maintenance Programme Tender Acceptance Beechwood Primary School Capital scheme number : 33415 MEC 000		
<b>Decision details<sup>3</sup>:</b>	The Built Environment Lead Officer accepted the tender supplied by Leeds Building Services in the sum of £157,212.90 to carry out Mechanical works at Beechwood Primary School		
	A brief statement of the reasons for the decision  The decision taken within this report allows the contract to be awarded and the works to progress on site in order to achieve the targeted handover date of 3 <sup>rd</sup> September 2021. If the decision is not taken there is potential that the works will not be completed on the handover date and this could impact on school opening date for the 2021/2022 academic year.		

<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.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
<b>Affected wards:</b>	Killingbeck and Seacroft	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation	
<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	
	<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

<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.

	<p><b>If exempt from call-in</b>, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p><b>Approval of Decision</b></p>	<p>Authorised decision maker<sup>8</sup> Sally Lowe – Built Environment Lead</p>	
	<p>Signature</p> 	<p>Date: 14/7/21</p>

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<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.