

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 checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	James Rogers, Director of Communities, Housing and Environment		
Contact person:	Paul Rounding, Capital Programme Manager		Telephone number: 07891 272386
Subject²:	Approval to procure and award a contract to install a new ground source heat pumps (GSHP) heating system in the Queenswoods high rise housing blocks		
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>The Director of Communities, Housing and Environment:</p> <ul style="list-style-type: none"> a) Approved this scheme to replace existing heating and hot water systems in Queenswood Heights and Queenswood Court with a Ground Source Heat Pumps system and the award of a construction contract to Cenergist Limited to undertake the works for a contract sum of £1,531,545.19. b) Authorised expenditure of £870k, using HRA funding from the 2022/23 capital programme to facilitate this. This will take the total Authority to Spend for this project to £1.62m as £750k of expenditure was authorised as part the 2021/22 HRA Capital Investment Programme. <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 current heating systems in the two Queenswoods blocks are near or at the end of their life and their replacement provides an opportunity to use a renewable technology and reduce carbon emissions by using a Ground Source Heat Pump system (GHSP).</p> <p>In line with the agreed procurement strategy a tender process has taken place</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.

	<p>through direct award using the Procurement for Housing Framework. This has resulted in the receipt of a tender from Cenergist Limited, that will offer the best opportunity both in terms of price, cost certainty and to achieve the timescales of the programme. This report seeks approval for the scheme and the award of the contract to Cenergist Limited.</p> <p>This scheme will be funded via the Housing Capital Investment Programme from the Housing Revenue Account (HRA).</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, due diligence has been undertaken by Housing on the price and tender requirements to ensure that the contract values are realistic, sustainable and offer value for money.</p>
Affected wards:	Kirkstall
Details of consultation undertaken⁴:	<p>Executive Member Cllr Mohammed Rafique</p> <p>Ward Councillors Cllr Hannah Bithell Cllr John Illingworth Cllr Fiona Venner</p> <p>Others Procurement, Legal and Finance May – June 2021</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation Richard Stokes, Planned Works Team Leader.</p> <p>Contract Award in July 2021, works start on-site in July 2021 and works completed by March 2022.</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:- 15th March 2021.</p> <p>List of forthcoming decisions link: issue details on public web site</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of	If not published for 5 clear working days prior to decision being taken the reason

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

report⁶	why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁷ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁸ James Rogers, Director of Communities, Housing and Environment	
	Signature 	Date: 15/07/21

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

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.