

## 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 checked="" type="checkbox"/> Key Decision	<input 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 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
<b>Director<sup>1</sup></b>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Paul Rounding		Telephone number: 3781196
<b>Subject<sup>2</sup>:</b>	<b>DN559021: Call off from the Kitchens Bathrooms and Rewires framework for 2021/22 Housing Planned works</b>		
<b>Decision details<sup>3</sup>:</b>	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.)		
	<ul style="list-style-type: none"> <li>• The Director of Communities, Housing and Environment has approved to undertake a call off from the Council's Kitchens, Bathrooms and Rewires framework and run a price only mini-competition to appoint a single contractor to undertake the works in 2021-22 (year 4) for a total approx. value of £1.4m.</li> </ul>		
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)			
For 2021/22 (year 4), we are seeking to award £1.4m to external contractors. The Council is looking to achieve greater cost savings through appointing a single contractor after competition from the framework via a price only mini competition. All organisations have agreed to this approach			


<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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative options were to:</p> <ul style="list-style-type: none"> <li>• Allocate the planned works for 2021/22 to our internal service provider Leeds Building Services. Although LBS are in the process of delivering a programme of works in 21/22 the Head of LBS has confirmed that they cannot deliver these works of approx. £1.4m.</li> <li>• Allocate the planned works to the three contractors on the Kitchens, Bathrooms and Rewires framework on a 40%/30%/30% basis as had been done in previous years. This option was discounted as potential cost savings could be achieved by selecting a single contractor through a mini competition on a price only basis. To split the amount of £1.4m between 3 contractors would not be cost effective for such items as 3 sets/ costs of preliminaries, site set etc for little overall value of works. In addition, all 3 contractors have agreed to tender in competition for these works.</li> </ul> <p>Further details are on the Report, see attached.</p>
<b>Affected wards:</b>	City Wide
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member N/A</p> <p>Ward Councillors N/A</p> <p>Others Legal and Procurement Colleagues have been consulted throughout the process of preparing call off documents</p>
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<b>List of</b>	Date Added to List:- N/A as this was done when the framework was first formed.

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<b>Forthcoming Key Decisions<sup>5</sup></b>	<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 checked="" type="checkbox"/> Yes <input 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> James Rogers, Director of Communities, Housing and Environment	
	Signature 	Date 16/9/21

<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.