

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 type="checkbox"/> Key Decision	<input checked="" 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 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
Director¹	Resources		
Contact person:	Craig Simpson		Telephone number: 0113 378 5416
Subject²:	DN530222 – LBS' delivery of planned roofing improvements to housing properties – Contract Award		
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 style="margin-left: 40px;">a)</p> <p style="margin-left: 80px;">The Chief Officer Civic Enterprise Leeds agreed to note the contents of this report and approve the award of contracts to the following contractors;</p> <p style="margin-left: 40px;">- City West Works Limited t/a Liberty Group</p> <p style="margin-left: 40px;">- Houston Group of Companies Limited</p> <p style="margin-left: 40px;">For the period of 20th September 2021 to 31st March 2022, with an estimated total expenditure of £600,000.</p> <p style="margin-left: 40px;">b)</p> <p style="margin-left: 80px;">Recognise that Appendix 1 should be designated exempt from publication in accordance with information procedure rule 10.4(3).</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>		

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>To help deliver a planned roofing scheme for Housing Leeds.</p> <p>The Council's procurement service and PACS commercial team have all been consulted, are all supportive of the proposals contained within this report.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
Affected wards:	City Wide
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	<p>Others</p> <ul style="list-style-type: none"> • Head of Leeds Building Services • Senior Financial Manager for Leeds Building Services • Leeds Building Services Key Stakeholders, • Procurement and Commercial Services (inc. Legal), • CEL WAM/WBR
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Thomas Regan</p> <p>20th September 2021</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p> <p>1st March 2021</p>
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>

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

Publication of report⁶	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 _____		
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" 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 Sarah Martin		
	Signature 	Date: 13.09.2021	

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.