

## 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 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>	Neil Evans		
<b>Contact person:</b>	Craig Simpson		Telephone number: 01133785416
<b>Subject<sup>2</sup>:</b>	Approval for Contract Award- Scaffolding Works Including Emergency Structural Support - Housing and Non-Housing		
<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.) a) The Chief Officer Civic Enterprise Leeds approved the appointment of the following contractors: RIM Scaffolding (Leeds) Limited- Repairs Management Areas - Lot 1, Lot 2, Lot 3, Lot 4, Lot 5 & all Non-Housing in the West area of the City. County Scaffolding Services Ltd - 4 Lots Repairs Management Areas - Lot 6, Lot 7, Lot 8, Lot 9 Housing and Non-Housing  b) The contract is for a period of 4 years commencing 1st October 2021, with 4 x 12 months possible extensions with an estimated value of £450,000 per annum.		
	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)		


<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>A below threshold restricted tender procedure was carried out and after successful completion of the evaluation, 2 contractors were successful and met the needs of the business. Consultation/Collaboration took place between PACS, Leeds Building Services, ,the Quantity Survey team with in Commercial Services and the procurement team.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
<b>Affected wards:</b>	<p>Alwoodley, Harewood West, Wetherby, Moortown, Roundhay, Chapel Allerton, Gipton, Harehills, Killingbeck, Seacroft, Crossgates, Whinmoor, Burmantofts, Richmond Hill, Temple Newsam ,Guiseley, Rawdon, Otley, Yeadon, Wharfedale, Horsfoth, Weetwood, Kirkstall, Calverley, Farsley, Bramley, Stanningley, Headingley, Hyde Park, Pudsey, Armley, Little London, Wood House, Farnley, Wortley Beeston, Holbeck, Hunslet, Riverside, Morley North, Morley South, Middleton Park, Ardsley, Robin Hood, Rothwell, Garforth, Swillington, Kippax and Methley</p>
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member N/A</p> <p>Ward Councillors N/A</p> <p>Others N/A</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation Head of Leeds Building Services Contract Award- August 2021 Contract Start date October 2021</p>
<b>List of</b>	<p>Date Added to List:- September 2020</p>

<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	
	N/A	
<b>Publication of report<sup>6</sup></b>	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input 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> Sarah Martin	
	Signature 	Date: 14.09.2021

<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.