

## 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>	Director of Communities, Environment & Housing		
<b>Contact person:</b>	Head of Property Management – Adam Crampton		Telephone number: <b>0113 5351218</b>
<b>Subject<sup>2</sup>:</b>	This report is to seek approval to extend the Gas Fuelled Domestic Heating contracts for an additional 24 months on Lot 1 South Leeds (expiring 1st April 2022) and an additional 21 months on Lot 2 East Leeds (expiring 30 <sup>th</sup> June 2022)		
<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.)		
	<p>a) The Director of Communities, Housing &amp; Environments has approved the extension of Lot 1 South (below) for a period of 24 months commencing on the 1<sup>st</sup> April 2022 and is recommended to approve the extension of Lot 2 East (below) for a period of 21 months commencing on the 1st July 2022.</p> <p>b) DN192861 (Contract – 9V6A – MPZ323) Lot 2 East, British Gas Social Housing t/a PH Jones - £7.1m for the 21 month extension term.</p> <p>c) DN192864 (Contract – 9V6B – YU7PO3) Lot 1 South, Mears Limited - £6.0m for the 24 month extension term.</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)		
	Extension to be implemented to ensure consistency of service provision.		

<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>Not extend or replace – not a viable option, this is a statutory provision.</p> <p>Re-procure – considered more effective to continue with the current contractors at this time whilst complaint to do so due to the volatility of the market place.</p>
<b>Affected wards:</b>	Ardsley & Robin Hood, Beeston & Holbeck, City & Hunslet, Crossgates & Whinmoor, Garforth & Swillington, Kippax, Methley, Middleton Park, Morley North, Morley South, Rothwell, Temple Newsam. Alwoodley, Burmantofts & Richmond Hill, Chapel Allerton, Gipton & Harehills, Harewood, Killingbeck & Seacroft, Moortown, Roundhay, Temple Newsam, Wetherby
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Extension to be implemented by December 2021</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:- N/A
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<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:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

<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

<b>Call In</b>	Is the decision available <sup>7</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> The Director of Communities, Housing and Environment		
	Signature	Date	
		18/10/21	

<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.