

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 checked="" 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	Resources		
Contact person:	Andrew Hickford		Telephone number: (07891) 279970
Subject²:	Award Report – Project AMiCc. Direct award of a contract to supplier for Innovate UK sponsored project.		
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> <ul style="list-style-type: none"> a. The Chief Officer Sustainable Energy & Air Quality approved the direct award of the contract to the identified supplier of vehicle technology, components and harnessing for wireless charging units – RLE International including the supply and delivery of the components. Contract to be effective 29th November 2021 to 31st March 2022 with a value of £131,146.30. The decision to direct award for the supply of the charging technology was identified and approved in the Decision Cost Report and DDN of 30th September 2020. b. The award will be issued in line with Corporate Procurement Regulation 9.5 to reflect the unique supply chain and cost in this case. There is no existing market for this technology and the project that is procuring this technology is acting within an innovation sphere. c. The supplier has accepted Leeds City Council Terms & Conditions with no amendments or changes 		
	<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>There is no current contract for the supply of these vehicle components, wireless technology harnessing or associated technology and there is not a current commercial market for this technology. The council - with the pre-existing approval of the Director - are a project partner in an Innovate UK project to trial this new technology. The external project lead undertook a procurement exercise to identify a supplier to award a supply contract for provision of wireless technology based on best value, quality, and availability. As this is a new technology it is unique in that there is no established market</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>and as such a direct award is required in line with CPR 9.5. The quoted cost for the required components, technology and harnessing is £131,146.30 with the cost being entirely covered by a grant from Innovate UK to cover the project costs to Leeds City Council.</p> <p>Approval has already been provided from the Director to authorise the direct procurement of charging infrastructure and vehicle charge technology when the supplier has been established and the costs confirmed through the DCR for the project.</p> <p>The purchase of the vehicles for the project has already been completed via framework contract purchase in line with a DDN dated 11th February 2021.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Various options for delivery of this project have been considered, with market tests undertaken to determine the quality and cost of potential suppliers as well as identification of the supplier who can best meet the brief of the project. In order to fulfil the objectives of the project as defined by Innovate UK there is no alternative option for charging vehicles by differing methods. A Direct award is the most expedient way to meet project timescales and in the absence of a competitive market in this sector if innovation this provides the only route to ensure supply of the specific hardware required.</p>
Affected wards:	None
Details of consultation undertaken⁴:	<p>Executive Member Cllr H Hayden</p> <p>Ward Councillors N/a</p> <p>Others Director Resources</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Andy Hickford. The project is a partnership with Commercial, Academic, and public sector partners with timescales for delivery and installation of hardware by Q4 2021/22, with testing of the technology to take place Q1 & Q2 2022/23 and feedback to the project sponsor and funder Innovate UK in Q3 2022/23</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:- N/a</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/a</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p> <p>N/a</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 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 Polly Cook / Chief Officer Sustainable Energy & Air Quality	
	Signature <i>PE Cook</i>	Date: 30/11/2021

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.