

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 checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	Resources		
Contact person:	Craig Simpson		Telephone number: 0113 378 5416
Subject²:	Authority to procure external contractors to support Leeds Building Services' delivery of painting and decorating to Housing properties		
Decision details³:	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 Resources approved the use of the below threshold restricted procurement process via Constructionline as the procurement route to establish contracts with up to 2 external contractors for the delivery of painting and decorating to occupied and unoccupied housing properties.</p> <p>b) The Director approved that the tender will be evaluated using the quality/price separated approach and that the contract will run for 4 years with the options to extend for 4 x 12 months, with a potential total contract value of £2,400,000.</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)			
To help support LBS with the delivery of painting and decorating services as a result of responsive repairs, void properties or planned works.			

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>The Council's procurement service and PACS commercial team have both been consulted, are all supportive of the proposals contained within this report and are all contributing towards preparation of the tender documents.</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>January 2022</p>
List of Forthcoming Key Decisions⁵	Date Added to List:- 23/09/21
	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>
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 checked="" type="checkbox"/> Yes <input 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 The Director of Resources – Neil Evans	
	Signature <i>R.N. Evans</i>	Date 17/12 /21

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.