

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	Director of Resources		
Contact person:	Mo Afzal	Telephone number: 0113 3789191	
Subject²:	Authority to Procure Additional Contractors to Support Voids Work		
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>The Director of Resources gave authority to procure up to 7 additional contractors using any of Constructionline, the Efficiency North Framework and Fusion21 Empty Property Framework to support voids work in the South and East of the City in compliance with the Council's Contract Procedure Rules on a 1 year contract with option to extend by 1 year with an annual estimated value of £1.5m.</p> <p>In accordance with rule 2.5 of the Executive and Decision Making Procedure Rules, this decision is to be treated under the general exception because it is impracticable to defer the decision until it has been included in the list of forthcoming key decisions for 28 clear calendar days. If this exception was not applied and the decision delayed for 28 calendar days this would significantly increase the voids backlog, exacerbating the housing shortage within the Authority.</p>		

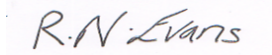
¹ Give title of Director with delegated responsibility for function to which decision relates.

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>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>In February 2021 the Director of Resources authorised a competitive procurement exercise for multi trade contractors to support LBS with housing repairs, voids and maintenance in the South and East Leeds. Ten contractors submitted tenders of which 2 were discounted as they did not meet the minimum quality threshold. The contract commenced in July 2021 and was awarded to 4 contractors across 7 lots with an annual contract value of £3m for 4 years with most contractors being awarded a maximum of 2 lots. In reviewing the procurement timeframe, it is likely that prices tendered will have been based on the available published inflation data for late 2020.</p> <p>Since the award of this contract a number of key unforeseen events have happened during the course of 2021 which have combined to delay and impact on both the timescales and therefore the number of properties being repaired and refurbished so that they can be available for tenants. The cumulative impact of this has resulted in a backlog of void properties exceeding 300. This DDN will provide additional contract capacity to both clear the backlog and prevent a recurrence in the short to medium term.</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>
<p>Affected wards:</p>	
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member Councillor Coupar, 7.1.22</p> <p>Ward Councillors</p> <p>Others</p>
<p>Implementation</p>	<p>Officer accountable, and proposed timescales for implementation Craig Simpson</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	Contract to commence March 2022.		
List of Forthcoming Key Decisions⁵	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
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 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 	Date 14/01/22	

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

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.