

Delegated Decision Notice

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	The Director of Communities, Housing and Environment		
Contact person:	Eleanor Clark		Telephone number: 0113 3787844
Subject²:	Report seeking authority to procure a new Resource Centre Service for people who are rough sleeping		
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 Communities, Housing and Environment :</p> <p style="margin-left: 40px;">a) Granted authority to procure the 'Resource Centre Service' utilising the Negotiated Procedure without Prior Publication of a Notice under Regulation 32 (2) (b) (ii) of the Public Contracts Regulations 2015, as these services can only be provided by St Anne's Community Services owing to the absence of competition for technical reasons. The award of the contract will be subject to the satisfactory completion of procurement and governance processes.</p> <p style="margin-left: 40px;">b) Approved a contract period of 3 years commencing 1st April 2022 (with an option to extend for a period of up to 24 months in any combination), with a maximum budget of £210,000 per annum (£1,050,000 for the overall contract period should the full extension period be taken up). The utilisation of the extension period will be subject to a separate decision at the appropriate time and will be as a direct consequence of this decision.</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>c) Noted that a report will be submitted for approval at the end of the procurement process to approve the contract award, which will be a direct consequence of this key decision and will therefore be a significant operational decision and not be subject to call in.</p>
	<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>1 Leeds City Council has commissioned a Resource Centre for a number of years, with the current contract being in place since 2019. It is an ‘open door’ drop-in information and advice service for people who are homeless, rough sleeping or vulnerably housed. The centre is central and accessible to Leeds City Centre and offers shower and laundry facilities and access to clean clothing to maintain dignity, providing clean towels and toiletries all day within the working week. Food is provided through the popular Breakfast Club. There is a ‘safe mail address’ that can be accessed by those rough sleeping or vulnerably housed. The centre staff engage with people to assist them into accommodation and support them to access services for their health and care needs. The centre also enables the co-location of other services, including Forward Leeds, Bevan Healthcare, Beacon, Leeds Housing Options, Mental Health Homeless Team and Basis Yorkshire amongst others. The contract expires on 31st March 2022.</p> <p>A review of the current provision has been undertaken, including data analysis, consultation with current service users, staff and stakeholders, and a reflection on best practice in other cities across England. This has determined that there remains a need for this provision and that it is considered of benefit to the city by both service users and stakeholders. Authority is therefore being sought to procure a new contract.</p> <p>In conjunction with Procurement and Commercial Services (PACS), it has been judged that only St Anne’s Community Services (the current provider) is able to meet our requirements in terms of being a suitably qualified and experienced provider able to provide premises and deliver the services required within the maximum budget envelope of £210,000 per annum. As such, it is proposed that the contract be awarded to St Anne’s utilising the negotiated procedure without prior publication of a notice under the Public Contracts Regulations 2015 (Regulation 32 (2) (b) (ii)), instead of undertaking a competitive procurement exercise. Further details are provided in the report.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An open tender exercise was considered, but this course of action was rejected following consultation with PACS. See full report for details.</p>
<p>Affected wards:</p>	<p>All</p>

Details of consultation undertaken⁴:	Executive Member The Executive Member for Environment and Housing was consulted on the proposals on 27 th September 2021 and is supportive of the approach.	
	Ward Councillors	
	Others As is best practice, service users and staff from the current services, as well as stakeholders, have been consulted as part of the review. The Project Board for the review has discussed the findings of the consultation and endorsed the recommendations of the options appraisal referred to in paragraphs 7 to 9 of the report. The Project Team includes a representative from Homeless Link, the national membership charity for organisations working directly with people who become homeless in England. This ensures that the project benefits from knowledge and experience of good practice from around the country.	
Implementation	Officer accountable, and proposed timescales for implementation Eleanor Clark - Commissioning Manager (A&H) will lead this, with the procurement exercise starting in January 2022.	
List of Forthcoming Key Decisions⁵	Date Added to List:- 14/7/21	
	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

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

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.

	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 James Rogers, The Director of Communities, Housing and Environment	
	Signature 	Date 17/01/22

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.