

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	Chris Birkin Capital Programme Manager	Telephone number: 07712 217218	
Subject²:	Windows and Doors framework call-off for Year 4 (47946): Proposed award of call off contract		
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.) The Director of Communities, Housing and Environment: <ul style="list-style-type: none"> • Approved the award of a £1.4m contract to Kingfisher UPVC Windows & Doors Ltd to deliver replacement windows and doors work to council homes across the City. 		
	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) Following the evaluation of the price only mini-competiton, approval is required to award a contract to the successful tenderer to carry out works with a value of approximately £1.4m for Windows and Doors for year 4 of the framework. These works will be delivered in 2022/23.		
	This report is a subsequent decision of a previous Key Decision (D54981) of 21 st February 2022 and is, therefore, a Significant Operational Decision which is not subject to call-in		
Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision <ul style="list-style-type: none"> • The internal service provider Leeds Building Services (LBS) has declined this work as they do not have the resource capacity to undertake this volume of work within the required timeframe. 			

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.

	<ul style="list-style-type: none"> Call-off from the framework and appoint two contractors to carry out the works for Year 4 in line with the framework agreement. This was discounted as appointing a single contractor to carry out the works of approx. £1.4m has the potential to achieve greater cost savings.
Affected wards:	Planned works will be undertaken to properties across the city and are programmed based on need.
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Others Legal and Procurement Colleagues have been consulted throughout the process of preparing the call-off documents
Implementation	Officer accountable, and proposed timescales for implementation Chris Birkin The contractor, Kingfisher UPVC Windows & Doors Ltd, is expected to commence the works in May 2022. This call-off period will end 31 st March 2023.
List of Forthcoming Key Decisions⁵	Date Added to List:- N/A
	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 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	Authorised decision maker ⁸ James Rogers, Director of Communities, Housing and Environment


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.

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

Decision	Signature 	Date 09/5/22
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