

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	Director of Resources		
Contact person:	Craig Simpson	Telephone number: 0113 37 85416	
Subject²:	Seeking authority to procure a framework contract for the provision of demolition services		
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 approved a procurement strategy as required under CPR 3.1.7 to procure an arrangement to seek to include up to 6 contractors on a list to deliver demolition services to support Leeds Building Services. It is proposed that the arrangement will be for 2 years, with two 12-month extension available, with annual estimated expenditure of £1m, therefore the total value of the agreement, inclusive of extensions, will be approximately £4 million.</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>To ensure that we can continue to carry out both routine and emergency demolition works as required.</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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision n/a
Affected wards:	City-wide
Details of consultation undertaken⁴:	Executive Member- N/A
	Ward Councillors –N/A
	Chief Digital and Information Officer ⁵ -N/A
	Chief Asset Management and Regeneration Officer ⁶ -N/A
	Others
Implementation	Officer accountable, and proposed timescales for implementation Craig Simpson Procurement scheduled to take place in June 2022.
List of Forthcoming Key Decisions⁷	Date Added to List:- 14/02/2022
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision n/a
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
	If not published for 5 clear working days prior to decision being taken the reason why not possible: n/a

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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

Publication of report⁸	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes
	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 ¹⁰ The Director of Resources – Neil Evans	
	Signature <i>R.N. Evans</i>	Date 26/5/22

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.