

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Adam Crampton	Telephone number: 0113 5351218	
<b>Subject<sup>2</sup>:</b>	Authority to procure and procurement strategy report for the provision of Steeplejack and Roofing Surveys including Minor Repairs of Multi Storey Flats.		
<b>Decision details<sup>3</sup>:</b>	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, in line with Contracts Procedure Rule 3.1.7, has approved a procurement strategy to competitively procure a contractor through a restricted procurement for the provision of Steeplejack and Roofing Surveys including Minor Repairs of Multi Storey Flats for Leeds City Council for a period of 3 years with the option to extend for a further 12 months at an estimated value of £200K per annum.		
	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)  See report for details.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  Several framework agreements were explored to see if these could support the procurement of Steeplejack and Roofing Surveys and Minor Repairs to Multi Storey Flats. However, no framework agreements were		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>available to deliver the requirements needed for the service.</p> <p>The provision and speciality of this work means that the internal service provider is unable to provide this provision at this time, as confirmed by the Head of Leeds Building Services.</p> <p>Therefore, the only option available is to carry out the Constructionline restricted tender. An expression of interest was carried out to relevant specialist contractors taken from Constructionline and this has led to 11 responses from contractors who wish to be invited to tender.</p>
<b>Affected wards:</b>	Citywide
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member: N/A
	Ward Councillors: N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Emma Watson
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 12/5/22
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>8</sup></b>	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 _____


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

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

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

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

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

<b>Call In</b>	Is the decision available <sup>9</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> James Rogers, Communities, Housing and Environment		
	Signature	Date	
		13/6/22	

<sup>9</sup> 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.

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