

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 Communities, Housing and Environment		
Contact person:	Paul Rounding		Telephone number: 07891272386
Subject²:	46896: Call-off from the Re-Roofing and Associated Works framework for 2022/23		
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.) <ul style="list-style-type: none"> • The Director of Communities Housing and Environment gave approval to undertake a call-off from the Council's Re-Roofing and Associated Works framework and run a price only mini-competition to appoint two contractors to undertake the works in 2022/23 (year two) to the value of £1m per contractor, for a total approximate value of £2m . 		
	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>In line with the terms of the Re-Roofing and Associated Works framework agreement, a Key Decision is required to undertake a further call-off competition in years two to four. Approval to undertake the call-off is required to appoint two contractors to carry out works in 2022/23.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option was to:</p> <ul style="list-style-type: none"> Allocate all of the planned works for 2022/23 to our internal service provider Leeds Building Services. Although LBS are in the process of delivering a programme of works in 2022/23, the Head of LBS has confirmed that they do not have the capacity to deliver these works with an approximate value of £2m.
Affected wards:	City Wide
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 call off documents
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Paul Rounding</p> <p>Tender to be issued late June 2022 with evaluations completed by middle to late July 2022. Mobilisation will take place in August 2022.</p>
List of Forthcoming Key Decisions⁵	Date Added to List:- 29 th November 2021
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
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

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

	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 Communities, Housing and Environment		
	Signature 		Date 23/6/22

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.