

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: 85416	
Subject²:	Leeds Building Services, Materials Supply Contract - Proposed Procurement Strategy		
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 has approved Leeds Building Services' (LBS) materials procurement strategy set out in the supporting report. This details seven competitive procurements to be undertaken via a combination of Framework Lots and Dynamic Purchasing Systems (DPS) managed by Procure Plus.</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>This decision will ensure that LBS has a broad access to building materials to deliver its responsive and planned works. These procurements will support increased productivity and continued service improvement for tenants. The procurements will ensure that the service is achieving better value for money on material purchases and that spend is compliant.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>No procurement: This option was discounted as it would result in the service having no complaint access to materials for work</p> <p>Openly advertised LCC procurement: This option was discounted due to the complexity surrounding supply chains, potential extra staffing costs for an experienced supply chain manager and increased procurement timescales.</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.

	Other Framework Providers: Other framework providers were considered however, Procure Plus offered the best 'all round' package. In addition, they will deliver 1% of contract spend as social value activity in Leeds.
Affected wards:	NA
Details of consultation undertaken⁴:	Executive Member Cllr Coupar
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Craig Simpson, Head of LBS June 2022 Authority to Procure approved and tenders produced July 2022 advertise tenders September 2022 award contracts and commence mobilisation 1 st April 2023 new contracts commence
List of Forthcoming Key Decisions⁷	Date Added to List:- 22 March 2022
	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 report⁸	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 _____

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

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

Call In	Is the decision available ⁹ 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 ¹⁰ The Director of Resources		
	Signature	<i>R.N. Evans</i>	Date 04/07/22

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.