

Delegated Decision Notice

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

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|--------------------------------------|---|--|--|
| 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 checked="" 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 | The Director of Resources | | |
| Contact person: | Craig Simpson | Telephone number: 0113 378 5416 | |
| Subject²: | Authority to procure contractors to support LBS' delivery of Fencing works to domestic properties as part of responsive maintenance and repairs. | | |
| 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 Chief Officer Civic Enterprise Leeds gave approval in accordance with the Council's Contract Procedure Rules 3.1.7, for the use of the below threshold restricted procurement process via Constructionline and internet search of local SME's as the procurement route to establish a contract with up to six contractors for the delivery of fencing works to domestic properties as part of responsive maintenance and repairs.</p> <p>The Chief Officer Civic Enterprise Leeds noted that the tender will be evaluated as a price only tender the contract is proposed for a works period of two years, with the option to extend by a further year, with an estimated total contract value of up to £450,000 including any extension</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.

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| | <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>The fencing works are required to ensure the Councils Housing portfolio is maintained to the highest standards for it's tenants.</p> <p>The Council's procurement service and PACS commercial team have both been consulted, are all supportive of the proposals contained within this report and are all contributing towards preparation of the tender documents.</p> |
| | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p> |
| Affected wards: | All Wards |
| Details of consultation undertaken⁴: | <p>Executive Member N/A</p> <p>Ward Councillors N/A</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶ N/A</p> <p>Others Head of Leeds Building Services</p> <ul style="list-style-type: none"> • Senior Financial Manager for Leeds Building Services • Leeds Building Services Key Stakeholders, • Procurement and Commercial Services (inc. Legal), • CEL WAM/WBR |
| Implementation | <p>Officer accountable, and proposed timescales for implementation</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>An indicative timetable for the proposed procurement process is set out below:</p> </div> |

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.

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| | Issue Tender Documentation | July 2022 | |
| | Tender return date | August 2022 | |
| | Tender evaluation (inc. governance reporting, and contract award prep) | August – September 2022 | |
| | Contract Award | September 2022 | |
| | Contract Start | September 2022 | |
| List of Forthcoming Key Decisions⁷ | 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 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 _____ | | |
| Call In | Is the decision available ⁹ 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 Decision | Authorised decision maker ¹⁰ Sarah Martin Chief Officer Civic Enterprise Leeds | | |
| | Signature  | Date: 13.07.2022 | |

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

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.