

## Delegated Decision Notice (DDN)

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 Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 3785416	
<b>Subject<sup>2</sup>:</b>	Commercial Gas including installation, maintenance, servicing, and repairs (reference number 25157/DN434771 )		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  a) The Director of Resources noted the contents of this report and approved the recommended procurement route of a direct call-off to Sayes using Lot 3 and 4 of the Fusion 21 Heating and Renewables framework and to award a contract to them for the provision of installation, maintenance, and repairs to commercial gas services managed by LBS. b) The term contract is anticipated to spend £500,000 per annum and is proposed to be awarded on the basis of 18 months with the option to extend for a further 6 months, leading to a potential total value of £1,000,000 if the extension is utilised. c) The contract is due to commence on the 22 September 2022.		
	A brief statement of the reasons for the decision  <ul style="list-style-type: none"> <li>• The scope of the commercial gas service includes the installation, repairs, servicing and maintenance of commercial and communal heating systems, including plant, infrastructure and associated equipment. Currently, there are approximately 83 sites within the scope of this contract. It also includes the maintenance of pump stations to approximately 14 tower blocks across the city.</li> </ul>		

<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>Leeds City Council's procurement service and Procurement and Commercial Service's legal team have been consulted and are supportive of the proposals within the report .</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ul style="list-style-type: none"> <li>• To invite competition from the market via an external framework. Whilst this has been considered that route would be unlikely to provide continuity of service from September 2022 and would potentially lead to off contract non-compliant spend. As this is a short-term contract this would not be an attractive option to many organisations and if it were tendered it is highly unlikely to offer better value due to the mobilisation costs involved.</li> <li>• There has been a desire to in-source this work to LBS for some time however as the service is going through a period of significant change and facing unprecedented challenges at present the priority for the service is recovery and stabilisation. As such there is not sufficient capacity within the service to take on this high-risk activity. The revised strategy is to in-source and directly deliver this work at the end of this contract period.</li> </ul>
<b>Affected wards:</b>	City Wide
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Chief Digital and Information Officer<sup>5</sup></p> <hr/> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <hr/> <p>Others</p> <p>Head of Leeds Building Services</p> <p>Senior Financial Manager for Leeds Building Services</p> <p>Leeds Building Services Key Stakeholders</p>

<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.

	Procurement and Commercial Services ( Including legal) CEL WAM/WBR Trade Unions	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Thomas Regan 22 <sup>nd</sup> September 2022	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 25 <sup>th</sup> May 2022	
	<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 _____	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If exempt from call-in</b> , 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> Director of Resources- Neil Evans	
	Signature <i>R.N. Evans</i>	Date 22/7/22

<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

<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.