

Delegated Decision Notice

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

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 checked="" 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 City Development		
Contact person:	Megan Chamberlain	Telephone number: 0113 378 7861	
Subject²:	Approval to Extend the Winter Road Weather Forecast Service 2019/2021 to 2023.		
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.) The Chief Officer (Highways & Transportation);</p> <p style="margin-left: 40px;">a) approved the recommendation to extend the Winter Road Weather Forecast Service 2019/2021 Contract for an additional 12 months to 30th September 2023 with MeteoGroup UK.</p> <p style="margin-left: 40px;">b) The estimated annual contract value is £54,000.00 for the combined authorities.</p> <p style="margin-left: 40px;">c) Leeds City Councils estimated spend is around £11,000.00 per annum.</p> <p>A brief statement of the reasons for the decision</p> <ul style="list-style-type: none"> • The Winter Road Weather Forecasting Service supplies accurate weather forecasts to enable the Council to order adequate footway and road salt gritting provision for adopted highways over the annual winter period from October to April each year. It enables the Winter Service Plan to be put into action with the confidence that unnecessary treatments will not be carried out. This contract provides winter weather forecasts for all Yorkshire Highway Alliance members. • Highway Authorities are required to meet responsibilities as set out in 2.18 of the Routine & Winter Service Code published by the Highways England. The purpose is to ensure highways are clear from snow and ice throughout the winter period reducing winter accidents and maintaining the flow of traffic. 		

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.


	<ul style="list-style-type: none"> Leeds City Council and the Yorkshire Highway Alliance Authorities deliver their Winter Service Plans through their depots and contractors to ensure mobility and free flow of traffic during the winter months; this is a fulfilment of the Secretary of State obligations as the Highway Authorities. This contract allows the service to be carried out in a cost effective and practical manner.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ol style="list-style-type: none"> The extension of this contract is an efficient use of council resources and is judged to be value for money in comparison to preparing quotes for each individual forecast. The extension will allow us to keep using the compliant contractor we procured at the first time of tendering on the same terms and conditions and retendering is unlikely to result in any additional savings.
Affected wards:	
Details of consultation undertaken⁴:	Executive Member, Councillor Helen Hayden 08.09.2022
	Ward Councillors n/a
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶ n/a
	Others n/a
Implementation	Officer accountable, and proposed timescales for implementation PACS team to extend contract prior to its expiration on 30 th September 2022.
List of Forthcoming Key Decisions⁷	Date Added to List:-
	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

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

	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		
	Gary Bartlett, Chief Officer Highways and Transportation		
	Signature	Date	
		07.09.2022	

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.