

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 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 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 & Environments		
Contact person:	Adam Crampton		Telephone number: 0113 535 1218
Subject²:	Report seeking approval to implement the available extension of DN49519 - Voids Backlog 2021-22		
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 Housing approved the recommendation to extend the current Voids Work in Domestic Properties contract for an additional 6 months for the period 3rd October 2022 to 2nd April 2023 with Kier Services Limited T/A Kier Places</p> <p>The current estimated spend for this 6-month extension will be approximately £1.5m</p> <p>This is a significant operational decision as a direct consequence of key decision D54884 taken on 25.1.22 and therefore exempt from call-in</p> <hr/> <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 additional support to deliver voids works alongside other external and internal arrangements is still required.</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> <ol style="list-style-type: none"> 1 The option not to extend and re-tender was considered but it was felt that the team need more time to re-evaluate the needs of the business and as the current incumbent is meeting all the requirements of the contract it was best to extend the current contract giving more time for the re-tender as required. 2 The Council's s Internal Service Provider and external contractors delivering this work are both encountering capacity issues in house and throughout the supply chain, so are currently not able to support with reducing the backlog. 3 The Council had previously considered several frameworks however they did not fit the need or allow the authority to widen our network of contractors therefore the contract extension would be an idea short term solution
Affected wards:	Citywide
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer
	Chief Asset Management and Regeneration Officer
	Others Leeds Building Services Housing Leeds - Property Management Procurement & Commercial Services
Implementation	Officer accountable, and proposed timescales for implementation
List of	Date Added to List:-

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

Forthcoming Key Decisions⁵	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 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 Signature _____ Date _____	
Call In	Is the decision available ⁷ 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 ⁸ Chief Officer Housing – Gerard Tinsdale .	
	Signature 	Date 13/09/22

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

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.