

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 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	Resources		
Contact person:	Craig Simpson		Telephone number:
Subject²:	Passenger/Goods Lifts – Proposed procurement strategy and authority to procure report in connection with the Installation, Refurbishment & Upgrading of lifts from April 2023		
Decision details³:	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 Director of Resources approved this procurement activity in line with Contracts Procedure Rule 3.1.7 to undertake a mini-competition call-off route utilising the Efficiency North Framework in relation to Passenger/Goods Lifts - Installation, Refurbishment and Upgrading, Lot 2 for a period of 12 months (1st April 2023 to 31st March 2024) with an estimated available budget provision of £2.5m		
	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) The Director of Resources is recommended to approve this procurement activity to undertake a competitive tender exercise utilising the Efficiency North Framework for a period of 12 months with an estimated value of £2.5m.		

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> <ul style="list-style-type: none"> • Do Nothing – this option was discounted to ensure that LBS are supported in maintaining their revenue, and to ensure tenants have safe access to their homes. • Direct Award under a Waiver of Contracts Procedure Rules – this option was discounted due to the value of the 12 months arrangement, the inability to recharge leaseholders for associated works, along with the desire to seek competition in the market. • Use of other external frameworks – other external frameworks were considered but it was deemed the Efficiency North framework provided the Council with the widest coverage of lift contractors to deliver the requirements
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member for Housing
	Ward Councillors
	Others Property Management, Leeds Building Services, Leaseholders, Construction & Housing Procurement & Project Team
Implementation	Officer accountable, and proposed timescales for implementation Award contract to commence 1 st April 2023
List of Forthcoming Key Decisions⁵	Date Added to List:- 7 th July 22 https://democracy.leeds.gov.uk/mglIssueHistoryHome.aspx?Issueld=122924&OptionNum=0&
	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	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

report⁶	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁷ 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 ⁸ The Director of Resources	
	Signature <i>R.N. Evans</i>	Date 21/09/22

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.