

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 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 checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Resources		
Contact person:	Craig Simpson	Telephone number: 0113 3785416	
Subject²:	58456 – Leeds Building Services Planned Roofing Improvements to Housing Properties – Tender Evaluation and proposed Contract Award report		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Officer Civic Enterprise Leeds has noted the contents of this report and has approved the award of contracts for works to be delivered as part of the 22/23 housing reroofing capital programme and to be completed by 31st March 2023, with a total combined estimated contract value of £800,000 to the following contractors.</p> <p style="margin-left: 40px;">a) Houston Group of Companies Ltd b) Marcher Roofing Limited</p> <p>Recognised that Appendix 1 should be designated exempt from publications in accordance with the Access to Information Procedure Rule 10.4(3). This is a significant operational decision as a direct result of key decision ref D55296</p> <p>A brief statement of the reasons for the decision</p> <ul style="list-style-type: none"> • The scope of this contract is for the re-roofing of housing properties located within Leeds for the delivery of reroofing works to housing properties located throughout the City. This contract will provide key sub-contractor resources to LBS in the delivery of their work programme for 2022/23. <p>Leeds City Council's procurement service and Procurement and Commercial</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.

	Service's legal team have been consulted and are supportive of the proposals within the report.
	<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"> • The alternative option to approving this contract award, is to abort the procurement activity and rely on LBS' direct workforce for all roofing works in housing properties. This is not recommended as a viable solution as LBS do not currently employ roofing operatives directly as part of their workforce and require external provision to support delivering any roofing works. Due to this, there will be a risk of high non-contract spend, and decreased quality and impact on delivery of service provision provided to tenants on behalf of Housing Leeds, in addition to the major impact of not spending the value of the works that are part of the Council's approved housing capital programme. • Consideration has been given to awarding all work to the lowest priced tender, however having a sole contractor for provision of this work would leave the authority at significant risk of not delivering the proposed work programme in 22/23 should the selected organisation encounter financial stability or capacity issues. Awarding the contract to more than one contractor ensures there are contingency measures in place should we encounter a contractor failure.
Affected wards:	City Wide
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	<p>Others</p> <p>Head of Leeds Building Services</p> <p>Senior Financial Manager for Leeds Building Services</p>

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.

	Leeds Building Services Key Stakeholders Procurement and Commercial Services (Including legal) CEL WAM/WBR Trade Unions		
Implementation	Officer accountable, and proposed timescales for implementation Thomas Regan October 2022		
List of Forthcoming Key Decisions⁷	Date Added to List:- 22 nd March 2022		
	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 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		
	Signature 	Date: 05.10.2022	

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.