

## 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 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
<b>Director<sup>1</sup></b>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Louise Batterby	Telephone number: 07891 275305	
<b>Subject<sup>2</sup>:</b>	Authority to Procure a Contract for the Provision of Asbestos Surveys to Council Housing stock.		
<b>Decision details<sup>3</sup>:</b>	<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 Director of Communities, Housing &amp; Environment approved the Authority to Procure a procurement strategy as required by CPR 3.1.7 to source two external contractors to deliver asbestos surveys utilising the Efficiency North Asbestos and Demolition Framework Lot 1 Asbestos Surveying, via a mini-competition call-off route, for a period of 3 years with the option to extend for up to 12 months. The estimated total contract value – circa £1.5 million</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 Contract will aim to contribute to the city's and council's ambition in terms of delivering quality outcomes local communities, social values and positive environmental outcomes.</p> <p>In addition, this contract will be made accessible to local small and medium sized enterprises (SMEs) specifically to support economic growth and innovation in the city while improving quality of life for residents. Leeds already benefits from strong networks and partnerships with local SMEs, so together we will ensure their role in supporting the Best City Ambition is clear.</p>		

<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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The ISP Leeds Building Services (LBS) were considered as a potential option as per CPR 3.1.4; however, this option was discounted due to the requirement of the client to hold UKAS accreditation to undertake this specialist provision in tenanted properties. LBS have been consulted and the Head of Service advised that they do not have capacity to undertake the surveys in tenanted properties and was not deemed to be viable due to the unpredictable nature of the frequency of works.</p>
<b>Affected wards:</b>	All Leeds City Council wards
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member for Environment and Housing
	Ward Councillors
	<p>Others: Consultation and engagement with council stakeholders have taken place when developing the procurement work stream as well as assessing the availability of tendering options. This process involved the Housing and Construction Procurement team, Housing Leeds Asbestos Team and Leeds Building Services (LBS).</p> <p>Procurement and Commercial Services (PACS) legal team have been engaged regarding the suitability of the external framework proposed for use and have confirmed that Efficiency North Lot 1 Asbestos Surveys is considered to be an 'approved framework' and therefore this proposal is compliant.</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Louise Batterby – Compliance Manager</p> <p>Contract to be implemented April 2023</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	3 <sup>rd</sup> August 2022
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<b>Publication of</b>	If not published for 5 clear working days prior to decision being taken the reason

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

<b>report<sup>6</sup></b>	why not possible: 12 <sup>th</sup> September 2022	
	If published late relevant Executive member's approval Signature _____ Date _____	
<b>Call In</b>	Is the decision available <sup>7</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>8</sup> Director of Communities, Housing and Environment – James Rogers	
	Signature 	Date 07/10/22

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</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>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.