

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 checked="" 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: 0113 3785416	
Subject²:	Tender Evaluation report seeking approval to award, Responsive Repair of TV Aerials contract.		
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 Civic Enterprise Leeds has noted the contents of this report and has approved the award of Responsive TV Aerial Contract to MRM Electrical Solutions Limited for a period of four years with the option to extend for a further 12 months. The estimated value of the contract will be £50,000 per annum. The contract will start on the 21st November 2022 and end on 20th November 2026.</p> <p>Recognised that Appendix 1 should be designated exempt from publications in accordance with the Access to Information Procedure Rule 10.4(3).</p>		
	<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>This decision has been taken to support the requirement of carrying out repairs to</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>TV Aerials in housing and non-housing buildings so that residents and users of civic buildings across Leeds can have safe and secure means of watching TV.</p> <p>Procurement consulted with Housing Leeds and Chief Officer Civic Enterprise Leeds, Civic Enterprise Leeds Senior Management Team, Head of LBS, LBS stakeholders along with the Procurement & PACS Legal Team and Housing Leeds Property Management to ensure the requirements will be met throughout this contract. LBS have checked across their service to ensure that all requirements are considered regarding the provision of a TV Aerials service and responsive repairs. LBS and client have also been consulted to ensure their needs are covered in the specification and requirements.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Several framework agreements were explored to see if these could support the procurement. However, no frameworks agreements were available to deliver the requirements for these works.</p>
Affected wards:	Leeds Wide
Details of consultation undertaken⁴:	<p>Executive Member: N/A</p> <p>Ward Councillor: N/A</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶ N/A</p> <p>Others</p>
Implementation	Officer accountable, and proposed timescales for implementation

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.

	Craig Simpson Contract Award Novmeber 2022 Contract Start November 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 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 Sarah Martin	
	Signature 	Date: 09.11.2022

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.