

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	Director of City Development		
Contact person:	Martin Gresswell	Telephone number: 0113 378 7742	
Subject²:	Leeds Town Hall – Pre-Construction Services Agreement		
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 Director of City Development approved authority to enter into a JCT Pre-Construction Services Agreement (General Contractor) 2016 (PCSA) with Kier Construction Limited T/A Kier Construction North and Scotland and spend up to £379,806.91 from capital scheme 16996 to carry out services as detailed in the PCSAI.</p> <p>PCSA Contract Start Date: December 2022</p> <p>PCSA Contract End Date: 23rd March 2023</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>1 The previously approved procurement exercise for partial refurbishment of Leeds Town Hall did not receive any compliant bids, despite extensive market engagement. The Council has therefore engaged with Kier Construction Limited T/A Kier Construction North and Scotland using the</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>call off provisions of the YORbuild3 Major Works Framework.</p> <p>2 It is proposed to use a two-stage process to reduce risk and provide greater cost certainty. In order to conclude the first stage in this process the Council is required to pay fees to the contractor for pre-constuction services.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None.</p>
Affected wards:	Hunslet and Riverside
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>The Executive Member of Economy Culture and Education was consulted on the overall scheme and the procurement strategy.</p>
	<p>Ward Councillors</p> <p>Ward Concillors were consulted on the overall scheme</p>
	<p>Chief Digital and Information Officer⁵</p>
	<p>Chief Asset Management and Regeneration Officer⁶</p>
	<p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Martin Gresswell – the PCSA services are due to conclude on 23rd March 2023.</p>
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.

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.

Forthcoming Key Decisions⁷	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 Martin Farrington – Director of City Development	
	Signature 	Date 29 November 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.