

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 Communities, Housing and Environment		
Contact person:	Vicky Cook	Telephone number: 0113 5351267	
Subject²:	Supply and Installation (including Groundworks) of Bin Frames and bespoke Metal Fencing		
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 Communities, Housing & Environment approved the proposed procurement strategy methodology and the commencement of a competitive tender process which will subsequently lead to the award of a contract for the manufacture and installation (including groundworks) of Bin Frames and bespoke metal works.		
	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) See report for details		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Several framework providers were explored to see if these could support the Supply and Installation (including groundworks) of bin Frames and Bespoke Metal Fencing. However there was no framework agreement to deliver the works. Leeds City Councils Internal Service Providers Leeds Building Services and Parks & Countryside are unable to deliver the work due to resource issues and the specialist nature of the works. It has been agreed to get the widest market to do an open tender as it was felt using Constructionline would not attract enough responses.		

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.

Affected wards:	Citywide																	
Details of consultation undertaken⁴:	Executive Member: N/A																	
	Ward Councillors: N/A																	
	Chief Digital and Information Officer ⁵ : N/A																	
	Chief Asset Management and Regeneration Officer ⁶ N/A																	
	<p>Others</p> <p>Housing Leeds – Strategy & Investment & Tenants Engagement, Housing Leeds Commercial Team, Waste Management, Procurement & Commercial Services</p>																	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Sean Womack</p> <table border="1" data-bbox="395 1137 1481 1702"> <tr> <td colspan="2">An indicative timetable for the proposed procurement process is set out below:</td> </tr> <tr> <td>Invitation to Tender</td> <td>January 2023</td> </tr> <tr> <td>Tender period</td> <td>Late January – Early February 2023</td> </tr> <tr> <td>Evaluation</td> <td>Mid February 2023</td> </tr> <tr> <td>Governance</td> <td>Mid – Late February 2023</td> </tr> <tr> <td>Contact Award</td> <td>Late February 2023</td> </tr> <tr> <td>Mobilisation / Pre-Contract Meeting</td> <td>March 2023</td> </tr> <tr> <td>Contract Start</td> <td>April 2023</td> </tr> </table>		An indicative timetable for the proposed procurement process is set out below:		Invitation to Tender	January 2023	Tender period	Late January – Early February 2023	Evaluation	Mid February 2023	Governance	Mid – Late February 2023	Contact Award	Late February 2023	Mobilisation / Pre-Contract Meeting	March 2023	Contract Start	April 2023
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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.

List of Forthcoming Key Decisions⁷	Date Added to List:- N/A
	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 The Director of Communities, Housing & Environment – James Roger
	Signature _____ Date 14/12/22 

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.