

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 checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	Director of Communities, Housing & Environments		
Contact person:	Adam Crampton	Telephone number: 01135351218	
Subject²:	Authority to Procure – Citywide Gas Fuelled Domestic Heating – Servicing, Repairs & Installations		
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 Communities, Housing & Environments gave approval for the intended procurement route proposed to replace contracts pertaining to Gas Servicing, Repairs & Capital Installations in Domestic Properties, across Housing Leeds & BITMO.</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>Contracts currently in place with a range of providers are due to expire 31st March 2024, the contracts held in the West area of the City by Liberty Group, do have an additional extension provision of 12 months that could be used to go to 31st March 2025, however in an effort to ensure consistency across the city it is proposed that this extension will not be taken up and all new proposed contractual arrangements will commence from 1st April 2024.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>1 Consideration has been given to accessing suppliers via existing frameworks managed by Efficiency North and Fusion 21. However, in an effort to maximise interest and obtain a range of contractor interest with an emphasise and focus on the needs of Leeds as a city and its residents, supported by the extensive scope and scale of our requirements it is proposed in order to maximise interest that a wider FTS compliant opportunity would be the most effective route to market at this time.</p>
Affected wards:	Citywide
Details of consultation undertaken⁴:	Executive Member Cllr M Rafique
	Ward Councillors
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Pas91 publication is anticipated January 2023</p> <p>Proposed contract commencement for all areas will be 1st April 2024</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p> <p>11/11/22</p> <p>https://democracy.leeds.gov.uk/mglIssueHistoryHome.aspx?IId=124728&Opt=0</p>
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	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

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

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

	Signature	Date	
Call In	Is the decision available ⁷ 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 ⁸ Director of Communities, Housing & Environments		
	Signature 		Date 13/12/22

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.