

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 type="checkbox"/> £100,000 to £500,000 <input checked="" 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:	Andrew Ball Mechanical & Electrical Service Manager	Telephone number: 07891271219	
Subject²:	Extension of DN192869/9V6C-XSVTXL – Gas Fuelled Domestic Heating – Lot 3 (West) and DN198406/A7VL-87D9E5 - Gas Fuelled Domestic Heating – Outer North West Contracts by 12 months		
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 and Environment has:-</p> <p>a) Approved the use of 1x12 month extension provision for contract DN192869/9V6C-XSVTXL. The contract is with Liberty Gas Group for Gas Fuelled Domestic Heating Lot 3 (West Leeds) with the proposed extension anticipated to commence on 1st April 2023 until 31st March 2024, at an estimated value of £3million per annum; and</p> <p>b) Approved the use of 1x12 month extension provision for contract DN198406/A7VL-87D9E5. The contract is with Liberty Gas Group for Gas Fuelled Domestic Heating and covers the Outer Northwest Leeds area with the proposed extension commencing on 1st April 2023 until 31st March 2024, at an estimated value of £1.5million per annum.</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.

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)

This report is to seek approval to extend two of the current Gas Fuelled Domestic Heating contracts that operate in the city for a further 12 months valued at £4.5m per annum in total. They are: -

1. Lot 3 - West Leeds
2. Outer Northwest Leeds (ONW).

The contracts were originally procured and awarded in 2017 for a 4 year period starting on the 1st April 2017 and ending 31st March 2021 with an option to extend the contracts for a further 4 x12 months under the same terms and conditions.

The Council extended the contracts, as permitted under the terms and conditions, for a further 24 months to 31st March 2023. The contracts will expire on 31st March 2023, therefore the Council is seeking approval to utilise the available extension in accordance with Contracts Procedure Rules (CPR) 21.2.

The proposed contracts extension will start on the 1st April 2023 for 12 months concluding 31st March 2024 with the current contractor which in both cases is Liberty Gas Group.

This extension will continue to contribute towards the Best City objectives in that it will support the Council in ensuring that the housing stock will be of good quality and delivery of improved energy performance in homes whilst potentially reducing fuel poverty.

An EDCI assessment was undertaken as part of the initial procurement exercise and attached in the background section of this report. It is not anticipated that the proposed extension influences any changes to those outcomes.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision


The option not to extend and retender was considered but it was felt that the team need more time to reevaluate the needs of the business and as the current incumbents are meeting all the requirements of the contract it was best to extend the current contract giving more time for the re-tender as required.

Affected wards:	<p>LOT 3 – West: Armley, Bramley & Stanningley, City & Hunslet, Horsforth, Kirkstall, Moortown, Pudsey, Weetwood, Farnley & Wortley.</p> <p>Outer North West (ONW): Adel and Wharfedale, Calverley and Farsley, Guiseley and Rawdon, Horsforth, Otley and Yeadon. Weetwood</p>
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	<p>Others</p> <p>Regarding the extensions, the Communities, Housing & Environment Procurement Team have consulted with the Mechanical and Electrical Service Manager and the Senior Management Team, and all parties are supportive of the recommendations in this report.</p> <p>This report has been developed by the project team within Communities, Housing & Environment directorate who have been involved throughout the process. These include colleagues from Procurement and Mechanical and Electrical services Advice has been secured from Procurement and Commercial Services Legal Team, who have reviewed the proposals and support the planned decisions.</p> <p>The incumbent contractor Liberty Gas Group have been consulted on 15th November 2022 and are accepting of the approach to extend both contracts. The current contract allows the Schedule of Rates to be adjusted each time the contract is extended, in line with the BCIS BMI Local Authority Maintenance Cost Indices – Services. Liberty Gas Group have therefore requested a contract uplift in large part due to the current market challenges which has been agreed and verified as per the contract terms.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Andy Ball - Mechanical & Electrical Service Manager</p> <p>The implementation of this contract extension is sought and will thus enable</p>

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.

	notification and implementation in early 2023, well before the end of the current contract on 31 st March 2023 ensuring provision remains in place through until the 31 st March 2024.		
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 James Rogers, Director of Communities, Housing and Environment		
	Signature 	Date 27/1/23	

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.