

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:	Paul Rounding Capital Programme Manager	Telephone number: 07891 272386	
Subject²:	Tender evaluation report seeking to award the contract for re-roofing works at Halliday Court in Garforth, Leeds		
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 approved the award of a contract to Tucker and Tunstalls Ltd in the value of £449.660.05 to deliver re-roofing works to Halliday Court sheltered scheme.</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>This report provides details on the tender evaluation process and seeks approval to award a contract to Tucker and Tunstalls Ltd for the undertaking of roofing works.</p> <p>The works are required to be completed by 30th June 2023.</p> <p>The decision set out in this report is a Significant Operational Decision and is not subject to call-in and flows from the original Key Decision taken on 9th December 2022 giving approval to procure a contractor for the works. Except for the Tender Analysis Report (Appendix 1) which is to be kept confidential, there are no other grounds for keeping the contents of this report confidential under the Access to Information Rules.</p> <p>Equality, Diversity, Cohesion and Integration (EDCI) impact assessment has been undertaken for this scheme and included as part of the Authority 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>Procure report. There are not expected to be any negative impacts in relation to the service provision.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Other options for this scheme were considered as part of the Authority to Procure report</p>
Affected wards:	Garforth & Swillington
Details of consultation undertaken⁴:	<p>Executive Member</p>
	<p>Ward Councillors</p> <p>These works are responding to requests from Ward Councillors after numerous complaints from residents of this Sheltered Scheme.</p> <p>The Local Councillors to the Ward of Garforth & Swillington are supportive of the scheme and in agreement that the works are carried out.</p>
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	<p>Others</p> <p>Consultation and engagement with Procurement and Commercial Services and Housing Strategy & Investment Team (S&I) including the Head of Property Management has taken place throughout the procurement process. This option was considered and discounted as part of the Authority to Procure report.</p> <p>The Head of Leeds Building Services was consulted as part of Options Appraisal to explore the possibility of delivery the construction project in-house.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Paul Rounding - Capital Programme Manager.</p> <p>It is expected the contract duration is to be 12 weeks, with an intended start in April 2023 and all works are expected to be completed by the end of June 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	
	N/A	
	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 Director of Communities, Housing and Environment - James Rogers	
	Signature 	Date 09/3/23

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.