

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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 checked="" 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Mark Durham	Telephone number: 0117 378 7749	
<b>Subject<sup>2</sup>:</b>	Legible Leeds: Direct Award to Placemarque for the provision of artwork and design services		
<b>Decision details<sup>3</sup>:</b>	<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 Chief Officer, Operations and Active Leeds approved a direct award of contract under Contract Procedure Rule 8.3, to Placemarque for a period of two years, to carry out artwork and design services for the 'Legible Leeds' wayfinding project. The contract will commence on 06 March 2023 for a period of two years and at a contract value of £30k-£40k.</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>The justification for the Direct Award is that only Placemarque can fulfil the Council's specific requirements at this time because:</p> <p style="margin-left: 40px;">a) Placemarque hold all of the artwork for every sign and map in the city</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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


<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>centre. Having built up this resource over the last seven years, it would be expensive and resource-intensive (given the relatively low value of the contract) to transfer these assets over to any new supplier, and for that supplier to be able to technically work with those assets. It is therefore considered that Placemarque is the only provider that can meet the Council's specific requirements.</p> <p>b) Placemarque won a competitive procurement exercise in 2016 and their prices have remained in line with inflation since that date. Their latest quote will apply for the period of this proposed contract.</p> <p>c) Placemarque's staff are the same as those when awarded the original contract in 2016. Wayfinding projects by their nature require an in-depth understanding of a place. Placemarque have acquired that understanding of Leeds city centre and no other provider could realistically develop this knowledge without a significant investment of time and resource.</p>										
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option is a re-tendering exercise which was discounted for the reasons above. However, a re-tendering exercise will happen before the expiry of the proposed 2-year contract.</p>										
<b>Affected wards:</b>	Little London and Woodhouse										
<b>Details of consultation undertaken<sup>4</sup>:</b>	<table border="1"> <tr> <td data-bbox="387 1400 646 1503">Executive Member</td> <td data-bbox="646 1400 1490 1503">n/a</td> </tr> <tr> <td data-bbox="387 1503 646 1606">Ward Councillors</td> <td data-bbox="646 1503 1490 1606">n/a</td> </tr> <tr> <td data-bbox="387 1606 646 1709">Chief Digital and Information Officer<sup>5</sup></td> <td data-bbox="646 1606 1490 1709">n/a</td> </tr> <tr> <td data-bbox="387 1709 646 1812">Chief Asset Management and Regeneration Officer<sup>6</sup></td> <td data-bbox="646 1709 1490 1812">n/a</td> </tr> <tr> <td data-bbox="387 1812 646 1861">Others</td> <td data-bbox="646 1812 1490 1861"></td> </tr> </table>	Executive Member	n/a	Ward Councillors	n/a	Chief Digital and Information Officer <sup>5</sup>	n/a	Chief Asset Management and Regeneration Officer <sup>6</sup>	n/a	Others	
Executive Member	n/a										
Ward Councillors	n/a										
Chief Digital and Information Officer <sup>5</sup>	n/a										
Chief Asset Management and Regeneration Officer <sup>6</sup>	n/a										
Others											

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

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	n/a	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Mark Durham, Head of City Centre Management. The contract will run for 2 years.	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 _____	
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Phil Evans Chief Officer, Operations and Active Leads	
	Signature  	Date: 8 <sup>th</sup> March 2023

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> 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.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.