

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 Resources and Housing		
Contact person:	Tom Cowen	Telephone number: 0113 378 8795	
Subject²:	Sub-contracting arrangements for the Heat Pump Ready project		
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>In respect of Heat Pump Ready Phase 1, the Chief Officer of Sustainable Energy and Air Quality approved the waiver of the following Contracts Procedure Rules,</p> <p>Contracts Procedure Rules No 8.1 and 8.2 – Intermediate value procurements</p> <p>and awarded contracts to:</p> <ul style="list-style-type: none"> • Ove Arup & Partners Limited in the sum of £54,802.96 • Kensa Contracting Limited in the sum of £39,300 • University of Leeds in the sum of £17,865.75 • Leeds Beckett University in the sum of £34,495.90 • IRT Surveys Ltd in the sum of £5,775 • Parity Projects Ltd in the sum of £17,950 • Otley Energy Ltd in the sum of £19,950 <p>The contracts shall commence on the 28/09/2022 and expire on the 30/04/2023.</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>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>Leeds City Council is the lead partner in a consortium selected by the Department for Business, Energy Innovation and Skills (BEIS) to deliver a feasibility study into the commercial viability of innovative heat pump technology.</p> <p>The council needs to enter into sub-contracting arrangements with the other consortium partners so that they can receive their allocated shares of the project funding BEIS are providing for this scheme.</p> <p>It is appropriate to waive CPRs to appoint each consortium partner directly as it is highly unlikely that a competitive procurement would produce another group of partners with same blend of skills and expertise as the members of the original consortium that bid for the funding. The clear delineation of roles for each project partner means that it is appropriate to appoint each partner separately and the value of each contract is within the threshold for which CPRs can be waived.</p> <p>Colleagues from PACS and legal have been consulted on the procurement and contractual issues around this decision and the approach is in line with their advice.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A competitive procurement process could have been undertaken but was rejected due to the low probability of such an exercise resulting in a consortium with similar skills and expertise as the original bidding partners and the short timescales imposed by BEIS to deliver the project.</p>
Affected wards:	Chapel Allerton, Roundhay, Otley and Yeadon
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</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.

	Others	
Implementation	Officer accountable, and proposed timescales for implementation The senior project officer SEAQ is responsible for which will take place immediately.	
List of Forthcoming Key Decisions⁷	Date Added to List:-	
	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 Polly Cook - Chief Officer, Sustainable Energy and Air Quality	
	Signature PE Cook	Date: 13/12/2022

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.