

## 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 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Kate Stanford, Senior Project Officer	Telephone number: 0113 378 5972	
<b>Subject<sup>2</sup>:</b>	Procurement of Technical Consultants via the Scape Consultancy Built Environment framework for use on the Hough Top Court Scheme.		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?</p> <p>It is recommended that the Director of City Development</p> <p>a) approves the proposed procurement option to use Perfect Circle for Project Management, Technical Advisory and Quantity Surveying services for the Hough Top Court scheme (RIBA Stages 1 – 4) via the Scape Consultancy Built Environment framework. The fee proposal for this stage is £533,850.31 excluding VAT.</p> <hr/> <p>A brief statement of the reasons for the decision            A Key Decision to appoint Perfect Circle via the Scape Consultancy Built Environment framework (formerly the Scape Built Environment Consultancy Services) was made on 19<sup>th</sup> February 2020.</p> <p>The approval noted that further appointments of technical consultants on individual Council Housing Growth schemes would be subject to separate reports.</p> <p>Therefore, this approval is being taken as a Significant Operational Decision (as the costs incurred in the commissioning of the services outlined in this report will exceed £100k) which is not subject to call-in.</p> <p>The rapid expansion of the programme has created the need to seek additional resources to support the Council Housing Growth Programme's work continuing at pace.</p> <p>The use of the Scape Consultancy Built Environment framework has been approved by the Procurement and Commercial Services Legal Team.</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.

<b>Affected wards:</b>	Pudsey
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member - last consulted in September 2022. Cllr Helen Hayden, Executive Member for Infrastructure and Climate
	Ward Councillors – Last consulted November 2022. Councillor D Seary Councillor S Seary Councillor T Smith
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> Angela Barnicle - March 2023
	Others: Housing Management – Last consulted January 2023 Property Management – Last consulted February 2023 Procurement & Commercial Services (PACS) – Last consulted March 2023 Legal – March 2023 Finance – January 2023 Asset Management & Regen (Land & Property Panel) – March 2023 Affordable Housing Delivery Board – January 2022 Corporate Estate Management Board – May 2022
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/A
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision N/A
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval N/A 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 _____


<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.

<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

<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> Angela Barnicle, Chief Officer Asset Management & Regeneration		
	Signature 	Date 28/03/2023	

<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.