

## 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 Resources		
<b>Contact person:</b>	Michael Flegg	Telephone number: 07909 958 223	
<b>Subject<sup>2</sup>:</b>	Procurement of Fire Stopping and Passive Fire Works (Civic Estate) 2023/24		
<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 Director of Resources approved the procurement of up to five contractors through an open competitive procedure, to deliver Fire Stopping and Passive Fire Protection Works (Civic Estate) for one year in 2023/24 for an estimated value of £2m with an option to extend by two further periods of 12 months each.</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>Fire Safety legislation requires the Council to be responsible for the management of fire safety in all civic buildings. This means that fire risk assessments must be undertaken with any necessary remedial works completed within reasonable timescales.</p> <p>This is a significant operational decision as a direct consequence of a previous Key Decision ref D54707 taken on 21<sup>st</sup> December 2021</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 following alternative procurement options were considered.</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

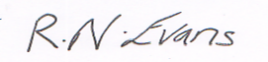
<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<ul style="list-style-type: none"> <li>• Appoint the works to Leeds Building Services (LBS) as the Internal Service Provider in line with CPR 3.1.4. This option was discounted as LBS do not have the sufficient capacity or the technical expertise to undertake this specialist work.</li> <li>• Appoint a contractor via a suitable and approved external framework agreement. This option was discounted as it was deemed to be unlikely to provide the appropriate size, scale or access to the right contractors to deliver these works in Leeds.</li> <li>• Create a long-term LCC framework agreement. This option was discounted as current funding has only been approved for 1 year and work cannot be guaranteed for future years.</li> <li>• Individual procurements via separate tenders on an as-and-when basis. This was discounted as the Council intends to appoint a number of contractors, to deliver a common and regular work programme and it is felt that the competition needs to be extended to the open market to ensure we attract sufficient interest to maintain healthy competition.</li> </ul>
<b>Affected wards:</b>	City wide
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member, Resources was briefed on 23 <sup>rd</sup> March 2023
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Michael Flegg</p> <p>Works are expected to commence in July 2023 with works being completed in 2023/24 financial year.</p>
<b>List of</b>	Date Added to List:-

<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.

<b>Forthcoming Key Decisions<sup>7</sup></b>	<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: N/A		
	If published late relevant Executive member's approval N/A Signature _____ Date _____		
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes	<input 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: N/A		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Director of Resources – Neil Evans		
	Signature  	Date 30/03/23	

<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.