

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 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
Director¹	Director of Communities, Housing and Environment		
Contact person:	Michael Fields	Telephone number: 01133781361	
Subject²:	Tender evaluation report seeking to award the contract for the provision of Asbestos Surveys to Council Housing stock		
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 & Environments is requested to:</p> <ul style="list-style-type: none"> a) Approve the award of a contract to McHale Contracts and Plant Environmental LLP t/a MCP Environmental in the value of £1.5m (approximately £375,000 per annum) exclusive of VAT for a contract period of 3 years with the option to extend for a further 12 months on 24 April 2023 to deliver services associated with asbestos surveys citywide b) Recognise that Appendix 1 – tender Analysis Report should be designated exempt from publication in accordance with information procedure rule 10.4(3). <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 addresses the tender evaluation process and seeks approval to award a contract to McHale Contracts and Plant Environmental LLP t/a MCP Environmental to carry out a range of asbestos surveys in accordance with HSG264 including bulk sampling, management, and refurbishment surveys in void and occupied properties citywide.</p> <p>The proposed contract will be effective from 24 April 2023 for a period of 3</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>years with the option to extend for a further 12 months. The proposed contract value is circa £1.5m over this total period.</p> <p>The decision set out in this report is a Significant Operational Decision and is not subject to Call-in as a direct result of Key Decision D55693 as referred to in point 2. 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>An Equality, Diversity, Cohesion and Integration (EDCI) impact assessment has been undertaken for this scheme and included as part of the Authority to 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 and the approach applied to use Efficiency North was deemed to be the preferred procurement option.</p>
Affected wards:	All Leeds City Council wards
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> <p>Others</p> <p>Consultation and engagement with Communities, Housing and Environment Procurement team, Housing Leeds Asbestos Team (HLAT) have taken place when developing the procurement strategy as well as assessing the availability of tendering options.</p> <p>The Commercial QS team in Communities, Housing and Environment have been consulted when developing the Contract Data and pricing documents prior to the tender being issued and as part of the price evaluation of bids received.</p> <p>Leeds Building Services (LBS) have been consulted and the Head of Service advised that they do not have capacity to undertake the surveys in</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.

	<p>tenanted properties and was not deemed to be viable due to the unpredictable nature of the frequency of works.</p> <p>Procurement and Commercial Services (PACS) legal team have been engaged regarding the suitability of the external framework proposed for use and have confirmed that Efficiency North Lot 1 Asbestos Surveys is considered to be an 'approved framework' and therefore a compliant procurement route.</p>	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Richard Glossop – Senior Asbestos Officer</p> <p>Contract to be implemented April 2023</p>	
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	
	The Chief Housing Officer -Gerard Tinsdale	
	Signature	Date 31/3/23
		

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.