

## Delegated Decision Notice (DDN)

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 checked="" type="checkbox"/> below £25,000 <input 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>	Martin Gresswell	<b>Telephone number:</b> 0113 378 7742	
<b>Subject<sup>2</sup>:</b>	Kirkgate Market 1875 Blockshops – Phase 2 Works		
<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 City Development:</p> <p>a) Approved a waiver to Contract Procedure Rules 9.1 and 9.2 to allow the appointment without competition of Bermar Building Company Limited, the contractor currently carrying out phase 1 of works at the Kirkgate Market 1875 Blockshops, to continue with the second and final phase of works.</p> <p>b) Subject to satisfactory performance on phase 1 and the submission of an affordable cost for phase 2, approved the appointment of Bermar Building Company Limited to carry out the phase 2 works. Authority to Spend to be requested once a cost for the works is confirmed. The estimated cost for the phase 2 construction works at RIBA stage 4 is £4.692m. Phase 2 will commence in July 2023 with a construction period of approximately 9 months. (Key decision will be brought forward).</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>In order to complete the health and safety works, initiated as phase 1, at Kirkgate Market blockshops in the most time and cost effective way possible, minimising disruption to traders and the public. Further details</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>appear in the report accompanying this DDN</p> <hr/> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The option to run a competitive procurement exercise was considered but not taken forward for the reasons detailed in the accompanying report.</p>
<b>Affected wards:</b>	Little London and Woodhouse.
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Executive Member Economy Culture and Education          Consulted on the overall scheme and the procurement strategy 17.04.2023</p> <hr/> <p>Ward Councillors</p> <p>Ward Councillors          Consulted on the overall scheme</p> <hr/> <p>Chief Digital and Information Officer<sup>5</sup></p> <hr/> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <hr/> <p>Others</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Martin Gresswell – the phase 1 works currently on site are due to complete 30<sup>th</sup> June 2023. Works on phase 2 to commence as soon as possible following this.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	<p>Date Added to List:-</p> <hr/> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p> <hr/> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>

<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

<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
	If exempt from call-in, 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> Martin Farrington – Director of City Development	
	Signature 	Date 11 May 2023

<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.