

## 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 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
<b>Director<sup>1</sup></b>	Interim Director of Adults and Health		
<b>Contact person:</b>	James Anderson	Telephone number: 0113 37 85960	
<b>Subject<sup>2</sup>:</b>	Approval of additional funding to incur costs at the RIBA Stage 4 development under a Pre-Construction Services Agreement (PSCA) for the Kirklands Autism Project		
<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 Interim Director of Adults and Health has:-</p> <p style="padding-left: 40px;">Approved the release of additional funding of £156,882.29 enabling the Council to enter an NEC4 PSC with Kier Construction Ltd T/A Kier Construction North and Scotland to complete the RIBA Stage 4 design for the Kirklands Autism Project. The value of the contract is £306,882.29.</p> <p style="padding-left: 40px;">Noted that a further Design and Cost Report will follow in mid-2023 to seek Director approval to award a Construction contract and incur costs related to it currently estimated at £6m. The Design and Cost Report will form a Key Decision and will therefore be subject to call-in procedure.</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>The cost of the NEC4 PSC is £306,882.29, however, it was originally estimated at between £120,000 and £150,000 based on previous schemes undertaken by the</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>Council and signed off by the Director of Adults and Health in October 2022. However, these schemes were developed at a time when the market was relatively stable. The cost has increased due to unprecedented market conditions within the construction industry today. The revised figure will cover overheads and profits, and concept design costs. By approving this, the Kirklands autism bungalows project can proceed to RIBA Stage 4.</p> <p>The West Yorkshire Integrated Care Board (Leeds Place) has confirmed and agreed to this shared increase in development cost.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Two other options were considered by the project board, namely, to use NPS to carry out the design work alongside Kier Construction Ltd T/A Kier Construction North and Scotland, and to reprocur the construction element of the project. By using NPS to carry out the design, work would need the agreement of Kier Construction Ltd T/A Kier Construction North and Scotland and there was no indication they would wish to proceed with this. It was also felt that reprocurring the scheme would lead to significant delays to the project and may not even garner any further interest in the scheme, as found during the market sounding carried out in 2022. Therefore, both options were rejected in favour of continuing with the highlighted proposal.</p>
<b>Affected wards:</b>	Guiseley and Rawdon
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Regular briefings with the Executive Member for Adult and Children's Social Care and Health Partnerships have taken place</p> <p>Ward Councillors</p> <p>Updates in person and through briefing notes with the local ward members regarding the project take place at appropriate intervals</p> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Others</p> <p>Finance</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.

<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>James Anderson</p> <p>It is proposed to enter into contract with Kier in May 2023. Subject to final design costs being approved by Executive Board, work will start on site in autumn 2023 with a completion in summer 2023</p>		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval 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 _____		
<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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Caroline Baria, Interim Director of Adults and Health		
	Signature 	Date 1/5/23	

<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.