

## 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 checked="" type="checkbox"/> Key Decision	<input 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 checked="" 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 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 Communities, Housing and Environment		
<b>Contact person:</b>	Grace Lawrenson, Senior Policy Development Officer, Financial Inclusion Team	Telephone number: 0113 3789844	
<b>Subject<sup>2</sup>:</b>	Authority to undertake a procurement exercise in line with CPR 3.1.7 and CPR 10 for the appointment of a domestic appliance supplier for the Local Welfare Support Scheme.		
<b>Decision details<sup>3</sup>:</b>	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.)  The Chief Officer Community Hubs, Welfare & Business Support approved, in line with Contract Procedure Rules 3.1.7 and CPR 10, an open competitive tender process to procure a contract for the supply of domestic appliances for the Council's Local Welfare Support Scheme. A contract length of three years with two one-year extension options is recommended at an estimated value of up to £1.8 million over a full 5-year period.		
	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)  Work has been underway to prepare for a compliant procurement process, bringing in a number of changes to enhance the scheme, during a cost-of-living crisis. The service is now in a position to proceed with a procurement exercise and anticipates that this will begin end of May/early June 2023, subject to authority being given.  There are no relevant internal service providers for this service.		

<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>Following a procurement options review, it has been decided that the most appropriate methodology is for an open procurement advertising the opportunity via Leeds City Council's electronic tendering portal, YORtender, and the Find a Tender System. This will allow tenders to be received from domestic appliance suppliers. The whole process will be overseen by the Procurement and Commercial Services (PACS) to ensure that all processes and procedures comply with relevant legislation.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Using a third-party framework was considered, however the third-party frameworks looked at were either more expensive than the Council's current contract or would have added an administrative burden to the LWSS team. As such, use of such frameworks was rejected.</p> <p>The Council considered doing nothing, however this would mean that the high level of spend on domestic appliances would remain off contract.</p>
<b>Affected wards:</b>	All wards.
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member – N/A
	Ward Councillors – N/A
	Chief Digital and Information Officer <sup>5</sup> - N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> - N/A
	Others Internal consultation has taken place across all relevant partner services including Procurement and Commercial Services, Financial Inclusion, Welfare and Benefits and Shared Services.
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Grace Lawrenson, Senior Policy Development Officer – May/June onwards.
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 2/11/2022
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision

<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>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: N/A	
	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 checked="" 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> Chief Officer Community Hubs, Welfare and Business Support - Lee Hemsworth	
	Signature 	Date 18/05/2023

<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.