

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 checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	Director of Communities, Housing and Environment		
Contact person:	Paul Rounding	Telephone number: 07891 272386	
Subject²:	Authority to Spend and to run a mini competition to call-off from the Re-Roofing and Associated Works Framework for 2023/24		
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 Chief Officer in Housing has:-</p> <ul style="list-style-type: none"> a) Authorised expenditure of £3.0m from the Housing Revenue Account (HRA). b) Approved the call-off from the Re-roofing and Associated Works framework 2023/24 (year three) based on a price only mini competition to appoint two contractors to carry out works to an approximate value of £3m (£1.5m per contractor). <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 line with the terms of the re-roofing and associated works framework agreement, a Key Decision is required to undertake a further call-off competition in year 3. Approval to undertake the call-off is required to appoint 2 contractors to carry out works in 2023/24.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Allocate the planned works for 2023/24 to our internal service provider Leeds Building Services (LBS). The 2020 procurement key decision set out that LBS would deliver £1m of roofing works per year, however they no longer have the internal resources to undertake these works and the full value of work will now be delivered via the framework. To support the LBS growth strategy, LBS have been allocated an additional £1m of kitchen and bathroom replacement work which they are resourced to deliver.</p>
Affected wards:	City wide
Details of consultation undertaken⁴:	Executive Member was informed.
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others Procurement and Commercial Services officers have been consulted throughout the process of preparing call-off documents.
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Paul Rounding</p> <p>Tender out – June 2023</p> <p>Contract award – July/August 2023</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- 20/04/2023
	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	If not published for 5 clear working days prior to decision being taken the reason

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.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

report⁸	why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call-in	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes <input 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 Gez Tinsdale, Chief Officer, Housing	
	Signature 	Date 22/5/23

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.