

## 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 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 Strategy and Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 378 5416	
<b>Subject<sup>2</sup>:</b>	Authority to procure under CPR 3.1.7, a contract to carry out isolated rewires including kitchen and bathroom rewires in housing properties for Leeds Building Services		
<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 of Strategy and Resources in line with CPR 3.1.7 approved the procurement strategy to competitively procure a framework agreement to carry out isolated rewires, including bathroom and kitchen rewires to housing properties across the Leeds city area. This framework agreement will be for a period of 2 years with the option to extend for up to a further 12 months and an estimated value of £1.5 million per annum. With a total spend of £4,500,000 including extensions.</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>To gain approval in line with CPR 3.1.7 for the procurement of a contractor to deliver Isolated rewires including bathrooms and kitchens in housing properties.</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.

	The estimated value of the contract will be £1.5 million per annum for a period of 2 years with 1 x 12 months extension available. Consultation with Procurement and legal colleagues has taken place.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Framework agreements have been looked at to see if any are available that could support this procurement, however non could provide the requirements needed for this contract and therefore have been discounted.</p>
<b>Affected wards:</b>	All Wards
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Craig Simpson</p> <p>Tender Published May / June 2023</p> <p>Contract Award August 2023</p> <p>Contract Start October 2023</p>
<b>List of</b>	Date Added to List:- 24 <sup>th</sup> February 2023

<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>Forthcoming Key Decisions<sup>7</sup></b>	<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 checked="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> The Director of Strategy and Resources	
	Signature  	Date 05/06/23

<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.