

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 checked="" 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 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 Strategy & Resources		
Contact person:	Craig Simpson	Telephone number: 0113 378 5416	
Subject²:	Authority under CPR 3.1.7 to commence a procurement exercise for planned and responsive plastering in housing and non-housing properties for Leeds Building Services.		
Decision details³:	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 Director of Strategy & Resources has approved the competitive tender exercise to establish a contract for planned and responsive plastering in housing and non-housing properties.		
	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) To gain approval in line with CPR 3.1.7 for the procurement of a contractor to deliver planned and responsive plastering in housing and non-housing properties. The estimate value of the contract will be £650,000 per annum for a period of 2 years with 2 x 12 months extension available. Consultation with Procurement and legal colleagues has taken place.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		

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 were used as these matters have been set out in detail.

	Framework agreements have been considered to see if any are available that could support this procurement, however, there are none that could provide the requirements needed for this contract and therefore have been discounted.
Affected wards:	All wards
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Craig Simpson Tender published: June 2023 Contract Award August 2023 Contract Start September 2023
List of Forthcoming Key Decisions⁷	Date Added to List: - 14 th March 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 report⁸	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 _____


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

⁸ See Executive and Decision-Making Procedure Rule 3.1. Complete this section for key decisions only

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 The Director of Strategy & Resources		
	Signature	Date 05/6/23	
			

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.