

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 type="checkbox"/> Key Decision	<input checked="" 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 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
Director¹	Director of City Development		
Contact person:	Darren Potter	Telephone number: 0113 378 7186	
Subject²:	Waiver of Contracts Procedure Rule 9.1 and 9.2 to directly award a contract for the restoration works of the Victoria Hall in the Town Hall, The Headrow, Leeds.		
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 City Development has approved this report to waiver CPR 9.1 and 9.2 (Over £100k – High Value Procurements) in order to award a contract directly to sole trader Robert Woodland & Son for a value of £338,000.00. The proposed contract is set to commence on 3 rd July 2023 and expire on 31 st March 2025 with no options to extend.		
	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) This report seeks approval to waive CPR 9.1 and 9.2 to award a contract directly to Robert Woodland & Son for the Restoration of the Victoria Hall. The waiver is required to ensure works to restore the decoration scheme in the Victoria Hall are carried out to the historical standards required and to the budget provided by the Council and National Heritage Lottery Fund		

¹ Give title of Director with delegated responsibility for function to which decision relates.

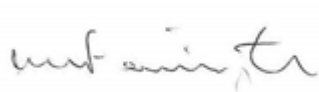
² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>(NLHF).</p> <p>The value of the contract detailed in this report is below the UK threshold for the application of the Public Contracts Regulations 2015 for the procurement of works and therefore is not subject to the above-threshold procurement rules. However, CPR 9.1 and 9.2 requires competition for procurements valued above £100,000 and the invitation of at least four written tenders. A waiver of these CPRs using the authority set out in CPR 1.3 and the process set out in CPR 27 is required to award a contract directly to a contractor. CPR 27 requires that a decision to waive the CPRs is made by the relevant Director through the delegated decision process. The purpose of this report is to brief the relevant Director on the waiver that has been recommended so that they may be satisfied it represents the best course of action for the Council.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The option of going out to re-tender to the open market has been discussed, however as a full tender exercise has already been carried out, it is not felt that this would increase the number of submissions and the price may increase further on that submitted in July 2022. If the re-tender is not successful, this would then further reduce the timescale for carrying out the works, potentially leading to delays in re-opening the Town Hall on time and therefore have a financial and reputational impact on the Council.</p>
<p>Affected wards:</p>	
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Chief Digital and Information Officer⁵</p>

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

	Chief Asset Management and Regeneration Officer ⁶	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation	
List of Forthcoming Key Decisions⁷	Date Added to List:-	
	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 _____	
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" 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 Martin Farrington – Director of City Development	
	Signature 	Date 6 June 2023

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

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.