

## 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 type="checkbox"/> Key Decision	<input checked="" 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 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Martin Gresswell	Telephone number: 07891 272447	
<b>Subject<sup>2</sup>:</b>	Leeds Town Hall Partial Refurbishment Enabling Works		
<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 City Development provided authority to enter into a JCT Minor Works Building contract with Kier Construction Ltd T/A Kier Construction North &amp; Scotland for a total of £230,183.69. The Enabling Works package is to be undertaken in advance of the award of the main contract for the partial refurbishment of Leeds Town Hall.</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>Th Council have entered into a 2 stage contract with Kier Construction for major works at Leeds City Council. Kier are currently in the stage 1 design phase and are due to submit a final commercial offer on 2<sup>nd</sup> August 2023. In order to reduce the overall contract period and the length of time the Town Hall is closed it is proposed to instruct a package of enabling works in advance of the award of the</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

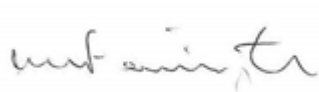
<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

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

	<p>anticipated full stage 2 contract.</p> <p>The works are primarily to carry out adjustments to the mechanical, electrical and plumbing infrastructure in the areas which will form the new accessible entrance to the Town Hall, as well as builders works in connection with the above.</p> <p>The costs have been assessed as fair and reasonable by Mace, the independent QS working for the Council on this project. Works due to commence 16<sup>th</sup> June 2023 and conclude 24<sup>th</sup> October 2023.</p> <p>The Director City Development should note that it is proposed to bring forward a separate package of Early Works shortly and in advance of the award of the main contract. These will allow a timely start on site for the main works and further reduce the completion time of the main works. A separate DDN to be submitted for the Early Works under an existing Key Decision notification, value estimated at £1.2m</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>These works could be delayed until the full award of the main contract, however this would extend the main contract period. The consequent delay in completing the works would impact the revenue earning capacity of the Town Hall, as well as leading to reputational harm.</p>
<b>Affected wards:</b>	Little London and Woodhouse
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member Executive Member for Economy, Culture and Education. Previously consulted and supportive of the refurbishment scheme.</p> <p>Ward Councillors Little London and Woodhouse. Previously consulted and supportive of the refurbishment scheme.</p> <p>Chief Digital and Information Officer<sup>5</sup></p>

<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

	Chief Asset Management and Regeneration Officer <sup>6</sup>	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-	
	<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 type="checkbox"/> Yes <input checked="" 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> Martin Farrington, Director of City Development	
	Signature 	Date 7 June 2023

<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

<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.