

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Strategy and Resources		
Contact person:	Craig Simpson	Telephone number:	
Subject²:	Approval to Extend Contract DN343017 Public Sector Adaptations – Stair Lifts and Specialist Lifts		
Decision details³:	What decision has been taken? a. The Chief Officer Civic Enterprise approved the extension to the current contract DN343017 for an additional 24 months (2 x 12 months) for the period of 15th July 2023 to 14th July 2025 to the following: - <ul style="list-style-type: none"> • Stairlifts: <ul style="list-style-type: none"> ○ Stannah Lift Services Ltd and Thyssenkrupp Access Limited at approximately £700,000 per annum. • Specialist Lifts <ul style="list-style-type: none"> ○ Terry Group Limited and Wessex Lift Co. Ltd at approximately £350,000 per annum b. The potential total cost of these proposed extensions covering both contracts is approximately £2,100,000.00		
	A brief statement of the reasons for the decision This report is to seek to extend the current contract arrangements for 1) Stairlifts & 2) Specialist lift installations to deliver public sector adaptations on behalf of Leeds Building Services (LBS). This is a significant operational decision as a direct result of a key decision ref D47679 taken in June 2018 "authority to commence procurement exercise" and and a significant operational decision taken in June 2019 ref D47998.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision 1. The extension of this Contract is an efficient use of Council resources and is judged to be value for money 2. The extension will allow us to keep using the compliant contractors we		

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.

	procured at the tendering stage on the same terms and conditions. Retendering is unlikely to result in any additional savings	
Affected wards:	N/A	
Details of consultation undertaken⁴:	Executive Member N/A	
	Ward Councillors N/A	
	Chief Digital and Information Officer ⁵ N/A	
	Chief Asset Management and Regeneration Officer ⁶ N/A	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Craig Simpson – Extension to start 15 th July 2023	
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A	
	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

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

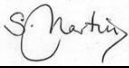
⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

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.

	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 Chief Officer CEL - Sarah Martin	
	Signature 	Date 07/06/2023

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.