

## 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>	The Director of Communities, Housing and Environment		
<b>Contact person:</b>	Vicky Cook	<b>Telephone number:</b>	
<b>Subject<sup>2</sup>:</b>	Contract Award for the Supply and Installation (including groundworks) of Bin Frames and Bespoke metal Work		
<b>Decision details<sup>3</sup>:</b>	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 Communities, Housing and Environment approved the contract award to Aspect Building Solutions Limited for a period of 3 years starting 17 <sup>th</sup> July 2023 and concluding 16 <sup>th</sup> July 2026 with the option to extend for a further 12 months. The estimated total expenditure including the extension is £480,000.		
	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) A competitive tender was undertaken and Aspect Building Solutions were considered the most appropriate contractor after a quality / price separated evaluation. Waste management, Housing Leeds - Strategy & Investment, PACS legal were all consulted throughout the procurement		

<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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Alternative options were considered at the authority to procure stage but were discounted.
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others N/A
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Helen Taylor – Contract to start 17 <sup>th</sup> July 2023
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/A
	<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 _____


<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.

<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

<b>Call-in</b>	Is the decision available <sup>9</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Director of Communities, Housing and Environment- James Rogers		
	Signature 	Date 12.6.23	

<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.