

## Delegated Decision Notice

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>	Communities, Housing and Environment		
<b>Contact person:</b>	Emma Trickett	<b>Telephone number:</b> 0113 2786002	
<b>Subject<sup>2</sup>:</b>	Contract award for design and build of new signage and interpretation at Temple Newsam, Home Farm.		
<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.)  a) Following an open tendering opportunity and evaluation process, the Chief Officer, Climate, Energy and Green Spaces approved the award of the contract to lowest priced bidder who met all the quality criteria – PLB Projects Ltd. b) The contract will commence on 17 April 2023 and expire on 13 <sup>th</sup> Nov 2023. There is a three month extension option available under the contract . The value of the contract is £239,990.		
	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)  Following a comprehensive procurement process PLB Projects Ltd were identified as the lowest price bidder who met the quality criteria (price/quality separated).		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  The procurement process allowed for other companies to tender for the work but PLB were identified as the lowest price bidder who met all the quality criteria.		
<b>Affected wards:</b>	Temple Newsam		

<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.

<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member – informed at the time of the Executive Board report in 2020 and updated May 2023.		
	Ward Councillors – informed at the time of the Executive Board report in 2020 and updated June 2023.		
	Chief Digital and Information Officer <sup>5</sup>		
	Chief Asset Management and Regeneration Officer <sup>6</sup>		
	Others This decision to award a contract is part of a wider scheme of improvements to Home Farm that was approved by Executive Board in September 2020.		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Sonya McDonald, Head of Estates and Commercial, May 2023		
<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> Chief Officer, Climate, Energy and Green Spaces- Polly Cook,		

<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

<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.

	Signature:  PE Cook.	Date 13 June 2023
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