

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input 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 checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources		
Contact person:	Mandy Snaith	Telephone number: 37 82332	
Subject²:	Authority to procure a Specialist and Associated Vehicle Repairs Supplier Framework Contract		
Decision details³:	<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 Strategy and Resources approved the authority to procure a new Specialist and Associated Vehicle Repairs Supplier framework contract. The framework contract is for two years, with 2 x 12 month extensions, with an estimated annual value of £1,029,000 (total including extension £4.116million)</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>Fleet Service vehicle maintenance section carry out repairs to the Council's fleet vehicles from small vans up to 32 tonne refuse vehicles, over 7 days per week, many repairs require additional specialist and associated vehicle repair support either through the through peaks of work or shortage of specialist skills sets.</p> <p>Fleet Services are responsible for ensuring that Leeds City Council's (LCC) Fleet of 1300 vehicles are fully maintained, serviced and repaired in full compliance with the Road Vehicles (Construction and Use) Regulations 1986 and Road Traffic Act 1988. To deliver on this Fleet Services has a team of fully qualified engineers to service and maintain their vehicles but also rely on specialist and ancillary vehicle repair suppliers to compliment the in-house resource and supplement any gaps in specialisms.</p> <p>The Service requires a new framework contract to secure the services of specialist and associated vehicle repair suppliers to ensure supplementary skills and service are available to maintain LCC Fleet and to continue with efficiencies when</p>		

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.

	commissioning these services
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others PACS to determine best route to obtain a framework contract.
Implementation	Officer accountable, and proposed timescales for implementation Mandy Snaith – new framework contract to be in place for 1 July 2023
List of Forthcoming Key Decisions⁷	Date Added to List:- 18/11/2022
	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 _____


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

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 Director of Strategy and Resources – Mariana Pexton		
	Signature	Date 30/6/23	
			

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.