

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 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:	Caroline Roe	Telephone number: 0113 37 82242	
Subject²:	Public Bathing Adaptations: Authority to Procure contractors for the supply and installation of Bathing Facilities to domestic properties.		
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 approves the procurement strategy to appoint up to 4 external contractors to deliver public bathing adaptation works for a term of 3 years (2023/26) with an option to extend for a further 2 periods of 12 months. The estimated value of the contract is £850,000 per annum, or £2.55m over the 3 years (£4.25m including extensions).</p> <p>The Director of Strategy and Resources noted that the existing arrangements will be maintained until the current contract expires on 11th October 2023.</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>The existing contract is due to expire on 11th October 2023 and a decision has been taken not to extend as the current arrangement of splitting works at 40% to the first ranked contractor and 20% to each to the 2nd, 3rd and 4th ranked contractors has not been successful. Therefore, a new procurement is being</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.

	<p>undertaken to appoint up to 4 contractors with works being allocated on a job by job basis with the first job being allocated to the first ranked contractor and the second job being allocated to the second ranked contractor and so on. This will help ensure that the programme is sufficiently resourced to carry out the works.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <ul style="list-style-type: none"> • Extend the existing contract – This current set-up of awarding work to the 4 contractors on a 40% - 20% - 20% - 20% basis has not worked due to resourcing issues and is therefore, not a viable option. • Allow the current contract to run out on 11th October 2023 – This is not an option as there are approximately £850,000 of works which need to be carried out each year to ensure that residents have the bathing facilities which meet their needs. • Allocate the works to LBS as our Internal Service Provider – LBS have undertaken this work utilising direct resources and require this contract as a support in delivering this workstream.
Affected wards:	City Wide
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Caroline Roe. The tender is due to be published in towards the end of July 2023 with works commencing in December 2023 when the existing arrangement expires.
List of	Date Added to List:- 27 th March 2023

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.

Forthcoming Key Decisions⁷	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 checked="" type="checkbox"/> Yes <input 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 11/8/23

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.

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