

## 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 checked="" type="checkbox"/> Key Decision	<input 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 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Ian Frobisher	Telephone number: 07891 276531	
<b>Subject<sup>2</sup>:</b>	<b>Council Housing Growth Programme:</b> Acquisitions Contractor to support the Council Housing Growth Acquisitions Programme		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  <b>The Director of City Development has approved</b> <ul style="list-style-type: none"> <li>a) The appointment of CLC Contractors Limited to undertake void works for the acquisitions programme.</li> <li>b) Scheme expenditure of £1.2m for 2023 / 24, and £500,000 for 2024 / 25 (year 2 option) funded from the Council Housing Growth Programme.</li> <li>c) Note that the 12-month contract extension option shall be requested via approval as a Significant Operational Decision under the Director of City Development's scheme of delegation.</li> </ul>		
	A brief statement of the reasons for the decision  All acquisition void works are undertaken by the Council's Internal Service Providers Property Management and Leeds Building Services, however, they are not currently able to fully support the additional projected acquisitions work in the short to medium term.  The Council Housing Growth acquisitions programme is projecting to acquire a total of 80 units in 2023 / 24 with the majority being allocated to vulnerable groups in urgent need of accommodation across the city. All acquired properties shall require works undertaking to the Leeds Letting Standard; plus, full decoration and floor covering package where required. Projected works are due to commence in September 2023.  Due to the tight timescales, a competitive tender is not suitable for this procurement. It is proposed to award a contract to CLC Contractors Limited from Lot 8 of the Fusion21 Improvements Framework to deliver acquisition void works. The programme is looking for the contractor to commence works in September 2023.		

<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.

	<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"> <li>• <b>Allocate the works to Property Management and Leeds Building Services as our Internal Service Providers</b> – Property Management and Leeds Building Services have confirmed that they currently do not have the capacity to carry out works of £1.2m in the short to medium term.</li> <li>• <b>Appoint a contractor through a competitive procedure</b> – This option was discounted due to the tight timescales involved in delivering the void works.</li> </ul>
<b>Affected wards:</b>	Properties to be acquired city wide to meet needs with local consultation in line with the existing acquisitions policy.
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member The Executive Member for Housing consulted May 2023.
	Ward Councillors Local Ward Members are updated on any acquisitions in their ward areas, as they progress.
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> Regular updates on progress across the whole programme are provided to the Affordable Housing Delivery Board.
	Others Housing & Property Management, LBS, Procurement and Commercial Services. Regular updates on progress across the whole programme are provided to the Affordable Housing Delivery Board
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Ian Frobisher</p> <p>Contract to be awarded from the Fusion21 Improvements Framework to deliver acquisition void works throughout 2023-24, with a start date in Sept 2023.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List: 15 <sup>th</sup> May 2023
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision N/A
	<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: N/A
	If published late relevant Executive member's approval


<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

	Signature	Date	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes	<input 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> Martin Farrington, Director of City Development		
	Signature	Date	
		17 August 2023	

<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.