

## 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>	The Director of Strategy & Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 378 5416	
<b>Subject<sup>2</sup>:</b>	Authority to Procure Civic & Commercial Multi Trade Framework		
<b>Decision details<sup>3</sup>:</b>	<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 &amp; Resources approved the procurement activity to implement a framework of contractors, estimated at £4m per annum for a period of 2 years with the option to extend for a further 2 x 12 months (total estimated spend of £16m with extensions). The framework will be structured in the following manner:</p> <ul style="list-style-type: none"> <li>• Lot 1 – Reactive / Responsive works up to £5k – with estimated annual spend up to £500kpa (up to 2 contractors)</li> <li>• Lot 2 – Low value projects £5k up to £100k – with estimated annual spend up to £2,000,000 (up to 3 contractors)</li> <li>• Lot 3 – Medium/Major Project above £100k – with estimated annual spend up to £1,500,000 (up to 3 contractors)</li> </ul> <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>To help support LBS with the delivery of various works up to £100,000 in both civic and commercial properties.</p> <p>The Council's procurement service and PACS commercial team have both been</p>		

<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 were used as these matters have been set out in detail.

	<p>consulted, are all supportive of the proposals contained within this report and are all contributing towards preparation of the tender documents.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>N/A</p>
<b>Affected wards:</b>	City wide
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	<p>Others</p> <ul style="list-style-type: none"> <li>• Head of Leeds Building Services</li> <li>• Senior Financial Manager for Leeds Building Services</li> <li>• Leeds Building Services Key Stakeholders,</li> <li>• Procurement and Commercial Services (inc. Legal),</li> </ul>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Samantha Dean</p> <p>The timescales for delivering this procurement activity are currently:</p> <ol style="list-style-type: none"> <li>a) PAS91 Publication – October 2023</li> <li>b) Tender Publication – December 2023</li> <li>c) Contract Award – February 2024</li> <li>d) Contract Commencement – April 2024</li> </ol>
<b>List of</b>	Date Added to List:- 19/04/2023.

<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.

<b>Forthcoming Key Decisions<sup>7</sup></b>	<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 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> The Director of Strategy and Resources, Mariana Pexton	
	Signature 	Date 12/9/23

<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.