

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 type="checkbox"/> Key Decision	<input checked="" 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 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
Director¹	Director of Communities, Housing and Environment		
Contact person:	Richard Hart	Telephone number: 0113 378 7043	
Subject²:	Leeds Central Library Furniture Requirements - transfer of funds between capital library schemes		
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 Communities, Housing and Environment gave approval for the transfer of funds between capital library schemes (Capital Scheme Number 33071 CRO to 32886 CEN to facilitate the immediate delivery of library shelving, furniture, and promotional displays as part of the refurbishment of Leeds Central Library.</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> <ol style="list-style-type: none"> 1 A separate decision has been made to authorise the award of a contract for the supply and installation of library furniture and shelving for this scheme under Regulation 32 (2) (b) (ii) - Negotiated Procedure without prior publication – of the Public Contracts Regulations 2015 to Opening the Book Limited ('Opening the Book'). 2 The funds currently allocated to Phase 3 of the Community Hub Programme (£1.989m) and held on Capital Scheme Number 33071 CRO are no longer required at this level for this scheme as an alternative Community Hub provision has been made within the Crossgates Shopping Centre. 3 Expenditure is expected to be incurred between 01/09/2023 and 30/04/2024. 4 There are no additional resource implications to the Council. This is seeking approval to transfer existing capital funding from the Community Hub 		

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>programme to the Central Library refurbishment. This deals specifically with the acquisition of library equipment only.</p> <p>5 It should be noted that the decision to award the contract has been taken as a separate Significant Operational Decision.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative option would be to delay these proposed immediate works and carry out a new a full competitive tendering procedure to consider a wider scheme of works, together with the associated increased time and cost implications. However, it is considered that this would lead to an unnecessary increase in time and costs (including duplication of works), which would not provide value for money and would delay the positive impacts to the communities.</p>
Affected wards:	
Details of consultation undertaken⁴:	<p>Executive Member Non</p> <p>Ward Councillors Non</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶ N/A</p> <p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Officer accountable: Andrea Ellison – Chief Librarian.</p> <p>Immediate implementation to allow orders to be raised prior to price increases expected from 1st September 2023. The contract will be managed by the Strategic Library Manager (Support Services).</p>
List of	Date Added to List:-

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 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 The Director of Communities, Housing and Environment – James Rogers	
	Signature 	Date 01/09/23

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.