

## 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 Communities, Housing & Environment		
<b>Contact person:</b>	Adam Crampton	Telephone number: 0113 535 1218	
<b>Subject<sup>2</sup>:</b>	Authority to Procure and Authority to Award a new Contract in relation to Domestic Voids Backlog work		
<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 Chief Officer Housing gave approval, under Contract Procedure Rule 3.1.7 to directly award a new contract to City West Works Limited T/A Liberty Gas Group using the Procurement for Housing (PFH) Responsive Repairs and Voids Property Services, Lot 2 – Void Property Refurbishment framework. The contract is proposed to start 20th November 2023 for 12 months with the provision to extend for a further 12 months. The estimated expenditure for the initial 12 months would be £750,000.00 with the total value, including the 1 x 12 month extension being £1,500,000..</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 purpose of this report is to gain approval for both the procurement and the award of a new contract to undertake the Domestic voids Backlog work using a direct award call-off contract via the Procurement for Housing Framework in line with CPR 3.1.7. Due to the backlog of domestic void properties it is taking longer</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 where used as these matters have been set out in detail.

	for the current contractors to do the works necessary and is impacting on the Key Performance Indicators (KPI).
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision <ul style="list-style-type: none"> <li>Restricted tender process under Constructionline to run a competition</li> </ul>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others N/A
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Nicola Mitchell – Voids Services Manager It is anticipated that the contract will commence in November 2023 with a completion of November 2024, November 2025 if the extension is taken.
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 22/06/2023
	<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


<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 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Chief Officer Housing – Gerard Tinsdale		
	Signature 	Date 24/10/23	

<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.