

## 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 type="checkbox"/> Key Decision	<input checked="" 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 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 checked="" 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 and Environment		
<b>Contact person:</b>	Richard Glossop	Telephone number: 07595210491	
<b>Subject<sup>2</sup>:</b>	Authority to extend contract DN480073 for Asbestos Removal.		
<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 has noted the contents of the report and approved the extension to the current contract DN480073 as allowed under the contract, for an additional 12 months (1 x 12 months) for the period of 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 to the following:</p> <p style="padding-left: 40px;">Lot 1 – Leeds Building Services (LBS) will manage 1 contractor, McHale Contracts &amp; Plant Environmental LLP (MCP) to undertake the unlicensed work where LBS do not have the capacity to undertake this works themselves and the licenced works which LBS are unable to complete. LBS will provide asbestos removal services which do not require a licence where they are able to do so. The value of this work is in the region of £2,000,000 per annum.</p> <p style="padding-left: 40px;">Lot 2 – Housing Leeds will continue to manage 1 contractor, Rhodar Limited (Rhodar) to undertake all asbestos removal works arising from the housing capital programme. The value of this works is estimated to be in the region of £300,000 per annum.</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.

	<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 seek the approval of the Chief Officer Housing to extend the current Asbestos Removals contract. The total expenditure is expected to be approximately £2,300,000. Consultation with procurement and legal colleagues has taken place.</p> <p>This decision is a direct consequence of a key decision ref D50578 taken on 28/2/20 and a subsequent significant operational decision D52855 for the initial contract award taken on 15<sup>th</sup> March 2021 and should be treated as a significant operational decision and as such, is not eligible for call in.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ol style="list-style-type: none"> <li>1 The option not to extend was considered, but it was felt that this would result in non-contract spend in a key area of service delivery.</li> <li>2 The option to re-procure the contract on the open market was considered, however there was not sufficient time and resources to carry out a full procurement on this scale. As the contractors are meeting all the requirements of the contract, it was decided the best course of action was to extend the current contract giving more time for the re-tender as required.</li> </ol>
<b>Affected wards:</b>	n/a
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Chief Digital and Information Officer<sup>5</sup></p> <hr/> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <hr/> <p>Others</p>

<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>Implementation</b>	Officer accountable, and proposed timescales for implementation Adam Crampton Contract Extension governance – November 2023 Contract Extended – November 2023		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/A		
	<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 type="checkbox"/> Yes	<input checked="" 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 Chief Officer Housing – Gerard Tinsdale		
	Signature  	Date 09/11/23	

<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.