

## 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 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
<b>Director<sup>1</sup></b>	Director of Strategy & Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 378 5416	
<b>Subject<sup>2</sup>:</b>	Contract award for electrical periodic domestic testing to Council housing stock		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  The Chief Officer Civic Enterprise Leeds approved the appointment of Your Property Services (Leeds Ltd) and ICD Energy Metering Ltd for electrical domestic periodic testing starting 20 <sup>th</sup> November 2023 for an initial period of 6 months until 19 <sup>th</sup> May 2024 with no option to extend with estimated expenditure of £180,000.		
	A brief statement of the reasons for the decision  Electrical testing is essential requirements for all potential works activities within domestic properties. This is critical in terms of delivering a safe and welcoming city for people of all ages and from all communities in which residents feel safe and secure.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Other procurement options have been considered, and these are set out below:		

<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.

	N/A	
<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>	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Craig Simpson The contract is expected to commence on 20 <sup>th</sup> November 2023.	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	N/A	
	<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:	
	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

<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

<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.

	<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> Chief Officer Civic Enterprise Leeds – Sarah Martin	
	Signature <i>S. Martin</i>	Date 15/11/2023

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<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.