

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 checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	Director of Communities, Housing and Environment		
Contact person:	Steve Callery	Telephone number: 0113 3788199	
Subject²:	Authority to procure a contractor to carry out cyclical maintenance and repairs to swimming pool plant equipment.		
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 has given authority to procure a contractor to carry out cyclical maintenance and repairs to swimming pool plant equipment for a value of £400,000 per annum over a period of 2 years with the option to extend the contract up to 3 x 12 months. The total spend over the full term of the contract including extensions is estimated to be £2 million.</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>To gain approval in line with CPR 3.1.7 for the procurement of a contractor to deliver cyclical maintenance and repairs to swimming pool plant. The estimate value of the contract will be £400,000 per annum for a period of 2 years with 3 x 12 months extension available. Consultation with Procurement and legal colleagues has taken place.</p>		

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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Framework agreements have been looked at to see if any are available that could support this procurement, however, there are none that could provide the requirements needed for this contract and therefore have been discounted.</p> <p>In line with the CPR's Leeds Building Services have been approached to carry out the work, however due to the specialist nature of the works required they are unable to carry out the works. The Head of Leeds Building Services has confirmed that they are unable to carry out the works due to the specialist nature.</p>
Affected wards:	All Wards
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors: Cllr Salma Arif consulted by Active Leeds
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Steve Callery</p> <p>Tender Published – January 2024</p> <p>Contract Award – March 2024</p>

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.

	Contact Start – April 2024		
List of Forthcoming Key Decisions⁷	Date Added to List:- 4 th September 2023		
	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 checked="" 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:		
Approval of Decision	Authorised decision maker ¹⁰ Director of Communities, Housing & Environment		
	Signature 	Date 02/02/2024	

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.