

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	Strategy and Resources		
Contact person:	Mandy Snaith	Telephone number: 01133782332	
Subject²:	Vehicle bodywork repairs		
Decision details³:	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.) The Chief Officer Civic Enterprise Leeds approved a procurement strategy in line with CPR 3.1.7 to Procure a contract for the provision of vehicle bodywork repairs for a period of two years following a competitive procedure, 1 st June 2024 to 31 st May 2026. Estimated annual value £225,000 total value of £450,000 for the 2 years		
	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) Leeds City Council (the Council) require a contract for the provision of vehicle bodywork repairs to provide specialist accident damage repairs to both light and heavy vehicles which support key council services including transport of people, refuse collection and highways services. The Council's current contract was for a total of four years including extensions from 1 st February 2020 to 31 st January 2024. This was extended in line with Regulation 72 (1)(e) of The Public Contracts Regulations (PCR) 2015 for an additional four months until 31 st May 2024 An Equality, Diversity, Cohesion and Integration (EDCI) impact assessment has been undertaken for this service and is attached as Appendix 1. There		

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>are not expected to be any negative impacts in relation to the service provision</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There are no further options available to extend the existing contract beyond 31st May 2024.</p> <p>Other procurement options have been considered and these are set out below:</p> <p>Option 1 – Do nothing - The Council does not have the option to do nothing as it would result in a significant off contract spend.</p> <p>Option 2 – ISP - Delivery by the Council’s Internal Service Provider, Fleet Services. This option was discounted as currently Fleet Services does not have the necessary equipment or skills to provide this type of specialist repair service.</p> <p>Option 3 – External Framework – The use of a third-party framework to source potential providers. The Procurement Partnership Ltd (TPPL), ESPO Trading Limited and Yorkshire Purchasing Organisation (YPO) frameworks have been considered but discounted on the basis that they do not provide the quantity of local vehicle bodywork repair organisations required to fulfil the requirements.</p>
Affected wards:	All wards
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	<p>Others</p> <p>Consultation and engagement have taken place with the Fleet Services Team and Procurement and Commercial Services (PACS) when determining the procurement strategy, as well as assessing the tendering</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.

	<p>options.</p> <p>The external incumbent supplier is aware of the existing contract expiry date and the planned procurement activity. Any TUPE implications were considered, and the incumbent supplier confirmed in writing in January 2024 that TUPE will not apply to current staff on the existing contract</p>		
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Mandy Snaith - Deputy Chief Officer, Head of Catering and Fleet Services.</p> <p>It is critical that the contract is in place to ensure continuation of the service provision. The aim is to award the contract by April 2024, enabling mobilisation through May 2024 so that the new contract can commence from 1st June 2024</p>		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	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	Authorized decision maker ¹⁰ Sarah martin		
	Signature 	Date 31/01/2024	

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.