

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	Director of Communities, Housing & Environment		
Contact person:	Adam Crampton	Telephone number: 0113 535 1218	
Subject²:	Approval to Establish a Dynamic Approved List - Minor Improvement Works		
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 approved the use of CPR 25 to enable Housing Leeds to establish and maintain an approved list for minor improvement works to housing properties from February 2024 for a 1-year period with an annual estimated spend of £450,000.</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>Housing Leeds have a need to undertake reactive works to their housing stock caused by fire, flood, structural damage and damp, to ensure that the properties are safe and secure for the tenants. Whilst most works are issued utilising an existing contract arrangement, there are occasions where existing contractors are unable to commit to deliver the works within the required timescales.</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>This provision is to be put in place in line with the emergency parameters under CPR 25.2 and therefore and accordingly will only be utilised as a procurement approach and delivery solution when and whereby existing contractor resources including Leeds Building Services' (as the Council's internal service provider for construction) have been approached and being unable to deliver the works due to other constraints such as timescale, resource availability, capacity etc given the emergency nature.</p>
Affected wards:	Morley North & South, Ardsley & Robin Hood, Middleton Park, Beeston & Holbeck, Hunslet & Riverside, Rothwell, Kippax & Methley, Garforth & Swillington, Temple Newsam, Burmantofts & Richmond Hill, Gipton & Harehills, Killingbeck & Seacroft, Cross Gates & Whinmoor, Chapel Allerton, Moortown, Roundhay, Alwoodley, Harewood and Wetherby.
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Adam Crampton – February 2024
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision

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.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

	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	Authorised decision maker ¹⁰	
	James Rogers - Director of Communities, Housing & Environment	
	Signature	Date
		09.02.2024

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.