

## 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>	Michael Field	Telephone number: 01133781361	
<b>Subject<sup>2</sup>:</b>	Contract Award for the Replacement of Heat Interface Units in connection with District Heating and Hot Water at Cottingleys and Saxton Gardens.		
<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 Director of Communities, Housing and Environment has approved the award of a contract to Sayes Service Limited for the sum of £2,569,012.10 to deliver the replacement of 542 Heat Interface Units (HIUs) and associated works at two sites, Cottingley High Rise blocks and Saxton Gardens.</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>This report seeks approval to award a new contract to Sayes Service Limited for the replacement of 542 Heat Interface Units. The Heat Interface Units were installed some time ago and are now reaching the end of their economic lifespan. External funding has been secured from the government's Heat Network Efficiency Scheme (HNES). The rest of the budget will be funded by the Housing Revenue Account.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The options considered were:</p> <ol style="list-style-type: none"> <li>1 Do Nothing. Discounted.</li> <li>2 The authority to procure decision explored the options for completing the improvement works through the Internal Service Provider and this option was discounted as they did not have the capacity to complete the works due to timescales associated with external funding requirements, this was confirmed on 20<sup>th</sup> September 2023 by the Commercial Operational Service Manager of Leeds Building Services.</li> <li>3 The Council to carry out its own procurement via a restricted above threshold tender was discounted due to the ability to carry this out within the required funding timescales.</li> </ol>
<b>Affected wards:</b>	Beeston & Holbeck and Burmantofts & Richmond Hill
<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>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Michael Field – Technical Services Manager</p> <p>It is anticipated that the contract will commence in February 2024 with completion by November 2024.</p>
<b>List of</b>	Date Added to List:-

<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>Forthcoming Key Decisions<sup>7</sup></b>	<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 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 Director of Communities, Housing and Environment- James Rogers	
	Signature 	Date 07/2/24

<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.