

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 Strategy & Resources		
Contact person:	Craig Simpson	Telephone number: 0113 378 5416	
Subject²:	Authority to procure contractors to support Leeds Building Services with the delivery of civic and commercial roofing responsive repairs and low value planned schemes		
Decision details³:	<p>What decision has been taken?</p> <p>a) In accordance with the Council's Contract Procedure Rule (CPR) 3.1.7, the Director of Strategy & Resources approved a procurement strategy based on an estimated annual contract spend of £600,000 to appoint up to 3 contractors for the delivery of responsive roofing repairs and low value planned schemes to the Council's civic and commercial property portfolio located throughout the city, for an initial 2-year period with an option to extend for up to 24 months, and with an estimated total contract value of up to £2,400,000.</p> <p>b) The Director of Strategy & Resources noted that the approval of the selection and award criteria will be sought from the Head of Leeds Building Services as required under CPR 15.1.</p> <p>.</p> <hr/> <p>A brief statement of the reasons for the decision</p> <p>This report seeks authority to spend and approval for the proposed procurement route, including the scope of works, for the delivery of civic and commercial roofing responsive repairs and low value planned schemes.</p> <p>It is essential that roofing repair works are conducted in order to maintain the</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>building integrity of the Council's properties to ensure they are safe for employees and visitors, and do not cause further repair works as a result of water ingress.</p> <p>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:</p> <p>N/A</p>
Affected wards:	City Wide
Details of consultation undertaken⁴:	Executive Member 24/10/23
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation Craig Simpson The contract is expected to be awarded by the end of August 2024 and commence in September 2024.</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- 16 th November 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:


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

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	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	
	The Director of Strategy and Resources – Mariana Pexton	
	Signature	Date
		13/2/24

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.