

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 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
Director¹	Director of Strategy and Resources		
Contact person:	Craig Simpson	Telephone number: 0113 3785416	
Subject²:	Decision to award the planned plastering contract to Evolve Construction Services Yorkshire Ltd.		
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 Chief Officer of Civic Enterprise Leeds has awarded the planned plastering contract to Evolve Construction Services Yorkshire Ltd for a period of two years with the option to extend for a further 2 x 12 months. The estimated value of the contract will be £150,000 per annum. The contract will start on the 1st April 2024 and end on the 31st March 2026.</p> <p>The Chief Officer recognises that Appendix 1 – Tender Analysis report is exempt from publication in accordance with access to information procedure rule 10.4(3). This is a significant operational decision as a direct result of a key decision and is therefore not open to call in.</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 to appoint a Evolve Construction Services Yorkshire Ltd to carry out planned plastering works in housing properties for a value of £150,000 per annum. The length of the contract will be 2 years with the option to extend for a further 2 x 12 months. Consultation with procurement legal colleagues has taken</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.


	place.
	<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 had been looked at prior to carrying out the procurement, however none of these covered the works required. The decision to not award this contract would lead to further off contract spend and the planned works are still being carried out and require a plastering contractor to support LBS in the delivery of the planned works.</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
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Award February 2024</p> <p>Contract Start April 2024</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- 05/06/2023
	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

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

	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		
	Sarah Martin, Chief Officer Civic Enterprise Leeds		
	Signature		Date 15/02/2024

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.