

## 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>	Strategy & Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 378 5416	
<b>Subject<sup>2</sup>:</b>	Tender evaluation report seeking approval to award the electrical domestic testing and remedial works contract (ref 81294)		
<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>a) The Chief Officer, Civic Enterprise Leeds has approved the award of Electrical Domestic Testing and Remedial Works for Leeds Building Services (LBS) to UPS Building &amp; Maintenance Limited for a period of 2 years with the option to extend for a further 12 months. The estimated expenditure per annum is £700,000 with an estimated total spend of £2,100,000.</p> <p>b) The contract is proposed to start on the 13th May 2024 and run for 2 years until 12th May 2026. If the options to extend are exercised, then the potential end date would be 12th May 2027.</p> <p>c) Has recognised that Appendix 1 and 2 should be designated exempt from publications in accordance with Access to Information Procedure Rule 10.4(3).</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>		

<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>LBS require external contractor support to allow them to deliver cyclical electrical compliance works to the Council's housing stock, in conjunction with their internal labour force. Without external support, the budget targets will not be met.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative would be to deliver this service with 100% LBS operatives however LBS do not have the internal capacity to meet the demand, therefore require external contractor support. It is considered that this mixed approach of delivering works using both contractors and in-house provision provides best value and delivers efficiencies, while ensuring that the advertised works are attractive to local business and SME's, in turn supporting the local economy.</p>
<b>Affected wards:</b>	City wide
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others N/A
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Craig Simpson Contract start 13<sup>th</sup> May 2024</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 12/6/23
	<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

<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.

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

	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 checked="" type="checkbox"/> No
	If <b>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>		
	Sarah Martin Chief Officer Civic Enterprise Leeds		
	Signature	Date 1 <sup>st</sup> May 2024	

<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.