

## 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 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
<b>Director<sup>1</sup></b>	Director of Strategy and Resources		
<b>Contact person:</b>	Craig Simpson	Telephone number: 0113 3785416	
<b>Subject<sup>2</sup>:</b>	Council Chamber & Banquet Hall Ventilation Improvements		
<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 Chief Officer Civic Enterprise Leeds approved:</p> <ul style="list-style-type: none"> <li>• Retrospective authority to procure approval in accordance with the Council's Contracts Procedure Rule 3.1.7 for the ventilation improvement works and</li> <li>• Contract award the contract to Airco Refrigeration and Air Conditioning Ltd for £242,930.50 subject to confirmation of funding from the client.</li> </ul> <p>Recognised that Appendix 1 should be designated exempt from publications in accordance with Access to Information Procedure Rule 10.4(3).</p> <hr/> <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 the authority for retrospective approval to procure a short-term contract in line with CPR 3.1.7 and also to award a contract to ensure the completion of ventilation improvements at Leeds Civic Hall.</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

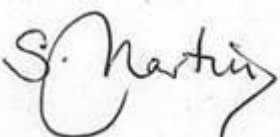
<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Communities, Housing and Environments – Climate &amp; Energy Team requested LBS to support and manage the procurement exercise with urgency and without an estimated tender value. Due to the urgent need for the works to be completed before the late autumn months and a tender estimated value not confirmed, we were unable to follow the regular governance process and obtain authority to procure approval before initiating the tendering process. The tender was published via the YORtender portal on 9th January 2024 with a tender return date of 5<sup>th</sup> March 2024, hence LBS are requesting the governance approval retrospectively.</p> <p>It is proposed that the contract will be up to a 6-month period with no option to extend. The contract is anticipated to start in April/May 2024.</p> <p>The tender evaluation methodology was based on the price-only approach. Approval of the evaluation criteria has been sought from the Head of LBS in accordance with Contract Procedure Rule 15.1 and the sub-delegation scheme of the Director of Strategy and Resources.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A – Competitive tenders invited as work required by client.</p>
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member N/A</p> <p>Ward Councillors N/A</p> <p>Chief Digital and Information Officer<sup>5</sup> N/A</p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup> N/A</p> <p>Others N/A</p>

<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>Implementation</b>	Officer accountable, and proposed timescales for implementation Craig Simpson  Contract to be awarded April/May 2025 with approximately 6 months for completion of work.	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/A	
	<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 checked="" 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> Sarah Martin, Chief Officer CEL	
	Signature 	Date 1 <sup>st</sup> May 2024

<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.