

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	Angela Barnicle, Chief Officer Asset Management & Regeneration, City Development		
Contact person:	Chris Gosling, Project Manager	Telephone number: 07891 276 855	
Subject²:	Procurement Strategy for the provision of a new modular construction Highways Depot facility at Pottery Fields.		
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 Asset Management & Regeneration has:</p> <ul style="list-style-type: none"> a) Approved the completion of a formal tender exercise for the selection of a construction contractor to deliver the new modular welfare and office accommodation for the Pottery Fields Highways depot utilising the Crown Commercial Services 'Off-site Solutions framework'. b) Approved the procurement methodology set out in section 3.0 of the report, in accordance with Contract Procedure Rule 15. c) Noted that this report does not constitute a financial commitment to the Authority. A future 'Design Cost Report and Tender Acceptance Report' will follow upon completion of the tender exercise, detailed herein, should an appropriately qualified bid be selected. <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>The depot at Pottery Fields has been subject to a wider review of Highways provision and has been subsequently identified as a facility that no longer meets the welfare standards that the Authority would want to provide for operational staff. This outcome has subsequently been supported at a senior level within the Council and</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.

the requirement to provide new accommodation at Pottery Fields, the second largest depot in the Council's portfolio, progressed.

It is proposed to replace the existing buildings with one large single storey modular building, placed adjacent to current provision to allow continuity of use during the construction phase. This new building will be optimised to maximise functionality of the floor space, bring the welfare and office provision closer together and ensure all building users have good quality and appropriate facilities for undertaking their roles. Critically, this will include modern shower facilities and a dedicated drying area for clothes and materials. Upon completion the legacy units will be demolished and removed from site. Car parking facilities will be re-lined to correlate with the new building position and pathways will be suitable protected and separated from the core traffic routes.

In accordance with Contract Procedure Rule 3.1.7, this report seeks approval to undertake a procurement exercise for the appointment of a construction contractor to deliver the new modular building at the Pottery Fields Highways depot.

The scheme is subject to a 'design & build' process, based on a control option developed by NPS Leeds Ltd. in consultation with the Highways depot team. This approach will allow for maximum flexibility and value, as the control option can easily be adapted / interpreted by the varying modular build systems.

It is proposed to undertake an open competition, single stage procurement via the Crown Commercial Services Off-site Solutions framework, as the YORhub suite does not allow for modular build options. Each bidder will be assessed on 'price' and 'quality', with scoring weight 70% to the former and 30% to the latter, and a JCT 'Design & Build Contract' will be awarded to the highest scoring tenderer.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision

Two alternative options were considered, both of which were discounted on grounds they could not meet the critical path programme dates and did not offer any financial or value benefit:

- 1) Utilise a different framework for procurement of the services required.
- 2) Instigate a bespoke procurement exercise.

Affected wards: Hunslet & Riverside

Details of consultation undertaken⁴:	Executive Member The Executive Member for Sustainable Development & Infrastructure has also been briefed on the proposal by Highways, this will continue through the design and delivery stages.		
	Ward Councillors Ward members from Hunslet & Riverside wards will be briefed at the appropriate stage prior to submission of the planning permission application		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	Others Development of the proposed procurement strategy and associated requirements for the new depot facility have been subject to extensive consultation with the 'end user' and associated officers within Highways.		
Implementation	Officer accountable, and proposed timescales for implementation		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	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:		
	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:		

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

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.

Approval of Decision	Authorised decision maker ¹⁰ Angela Barnicle – Chief Officer Asset Management and Regeneration	
	Signature 	Date 14 May 2024

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.