

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 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
Director¹	Martin Farrington, Director of City Development		
Contact person:	Tracey Piper	Telephone number: 0113 37 85835	
Subject²:	Authoristaion to award a contract to Ove Arup & Partners Ltd to provide highways and transportation expertise to undertake the Highways Study - Sheepscar, Mabgate and Eastside commission by calling-off from the Council's Highways and Transportation Services Major Schemes Framework (DN429683).		
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 Head of Engineering and Infrastructure has taken the decision to:</p> <ol style="list-style-type: none"> a) Note the scope and programme of the commission as summarised below and detailed in the Exempt Appendices of the report. b) Award a contract using the Leeds City Council Highways and Transportation Services Major Schemes Framework (DN429683) to appoint Ove Arup & Partners Ltd for highways and transportation services for the Highways Study for the provision of the outputs specified within the 'Scope of Services' for this commission (Exempt Appendix 1). c) To note the contract start date will be the 28th March 2024, and the work will be instructed using an agreed scope of services, details of which are in the Exempt Appendices, with a fixed fee agreed of up to £100,000 from the City Region Sustainable Transport Settlement. 		

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>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>See accompanying report for full details.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Option 1 – Carry out a new procurement exercise. This option was discounted as it would not be possible under the timescales for delivering outputs required for the LTR programme and would not align with the spend requirements of the project.</p> <p>Option 2 – Internal production of the LTR Sheepscar, Mabgate and Eastside commission. This option was discounted due to insufficient internal capacity, resource and expertise to produce a framework within the timescales required.</p> <p>Option 3 – The ‘do nothing’ option was considered and rejected as this would not meet the Council’s ambitions and the funding would be lost for the city.</p>
Affected wards:	Burmantofts & Richmond Hill, Little London & Woodhouse, Gipton and Harehills, Chapel Allerton and Hunslet & Riverside
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>The Executive member for Sustainable Development and Infrastructure has received regular briefings and updates on the Leeds Transformational Regeneration proposals and is supportive of the approach.</p> <p>Ward Councillors</p> <p>Ward members have been briefed on the overall LTR programme and will be engaged in more detail as this work progresses</p> <p>Chief Digital and Information Officer⁵</p> <p>None</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Angela Barnicle has been consulted and is supportive of this proposal</p> <p>Others</p> <p>The Leader of the Council has received regular briefings and updates on the Leeds Transformational Regeneration proposals and is supportive of the approach.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <ul style="list-style-type: none"> • The Head of Regeneration

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.

	<ul style="list-style-type: none"> The contract will commence by 28th March 2024 The initial contract duration is approximately 25 weeks followed by a period of stakeholder engagement undertaken by the Council (length of time to be determined). Following completion of the engagement, the consultant will be required to make any relevant amendments to the report. 		
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A		
	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: N/A		
	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: The decisions recommended in this report are classed as an Significant Operational Decisions and are not eligible for call in.		
Approval of Decision	Authorised decision maker ¹⁰ O Priestley Head of Engineering and Infrastructure		
	Signature 	Date 10/05/2024	

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.

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