

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 checked="" type="checkbox"/> Key Decision	<input 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 checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	Michael Field	Telephone number: 0113 37 81361	
Subject²:	Authority to Spend and Authority to Procure a contract for the installation of new Heating Interface Units to three multi-storey blocks on one site.		
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 Director of Communities, Housing & Environment gave approval to :</p> <ul style="list-style-type: none"> a) In accordance with CPR 3.1.7, undertaking a procurement exercise to appoint a contractor via a mini-competition procedure using Lot 6 of the Heating, Renewables, and Electrical from the Fusion 21 Framework. The scheme of works is proposed to start in November 2024 with view to be completed by 30th June 2025. The estimated construction value of the works is £1.68 million. b) Grant authority to spend £1.68 million to deliver these works. c) Approve the injection of £826,400 of grant funding from the HNES to the Housing Revenue Account in order to aid the procurement of a contractor to undertake the works outlined in this report. d) Note that approval to evaluate tenders using the quality-price separated approach in accordance with CPR 15.2(a) will be sought as required under CPR 15.1. 		

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>The procurement will enable the Council to undertake a programme of works to replace energy inefficient and obsolete HIUs and Storage Heaters from each flat with in the 2-multi-storey sites and replace them with twin pack HIUs.</p> <p>Through the repair and energy efficiency works, the scheme is planned to improve energy efficiency for residents, making a positive impact on heating costs.</p> <p>Replacement of the Heating Interface Units will take up less room, be more energy efficient and will allow for an easier replacement of parts. It will help reduce the cost of the energy bills and usage thus helping with tenant’s health and Wellbeing and towards Leeds City Council Net Zero Carbon.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ul style="list-style-type: none"> • Do nothing - discounted • Leeds Building Service (LBS) to undertake the works - discounted • Conduct a 2-stage restricted tender - discounted • Call off an external framework (Recommended)
Affected wards:	Burmantofts & Richmond Hill
Details of consultation undertaken⁴:	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Chief Digital and Information Officer⁵ - N/A</p> <hr/> <p>Chief Asset Management and Regeneration Officer⁶ - N/A</p> <hr/> <p>Others – Leaseholder Consultation has been carried out.</p>

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.

Implementation	Officer accountable, and proposed timescales for implementation Michael Field – Technical Service Manager		
	Tender Published	June 2024	
	Tender In	July 2024	
	Tender Evaluation	July/August 2024	
	Leaseholder Consultation	August/September 2024	
	Contract Award	October 2024	
	Contract Commencement	November 2024	
	Contract Completion	30 th June 2025	
List of Forthcoming Key Decisions⁷	Date Added to List:- 16 th April 2024		
	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 checked="" type="checkbox"/> Yes	<input 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 The Director of Communities, Housing & Environment , James Rogers		
	Signature 	Date 22/5/24	

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.