

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)


Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input checked="" type="checkbox"/> Over £250,000 <input type="checkbox"/> Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions: N/A	
Director²	Director of Strategy and Resources	
Contact person:	Craig Simpson	Telephone number: 0113 378 5416
Subject³:	Re-roofing Works at Aireborough Leisure Centre, The Green, Guiseley, Leeds, LS20 9BT	
What decision will be / has been taken?	The Chief Officer Civic Enterprise Leeds approved authority to procure and contract award to Aspect Building Solutions for £432,602.44 following confirmation of funding from the client.	
Decision details:	<p>Leeds Building Services (LBS) requests authority to procure and award approval for a contract to Aspect Building Services for £432,602.44 following confirmation of funding from the client.</p> <p>Phases one and two of the capital investment programme have created a change in leisure centre layout, which consequently caused the need for a roof to be replaced and the structure reinforced. In addition, the roof is aged and was due to be renewed in the next few years; hence, the decision was made to implement the roofing works in phase three.</p> <p>The contract will involve reroofing and cladding of Aireborough Leisure Centre which will cover the area where the internal works will be undertaken as part of the centre improvements.</p> <p>The project has been initiated by City Development on behalf of the Active Leeds Service. The external works are being funded via Corporate Property Management (CPM) capital maintenance budget.</p>	

¹ Complete for ALL publishable decisions (key and administrative)

² Director with delegated responsibility set out in Constitution for function to which decision relates.

³ 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

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	The capital scheme (D56711) is for improvement works across the Council's estate including delivery of the annual maintenance, and backlog maintenance programmes, fire risk/prevention works, and door access system works.	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	Authorised decision maker ⁴ Sarah Martin, Chief Officer CEL	
	Signature 	Date 10 th July, 2024

Information for monitoring purposes

Approximate value⁵	Proposed Expenditure £432,602.44	Anticipated Saving	Anticipated Income
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⁴ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁵ Over lifetime of decision (or one year if decision open-ended)

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PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of Forthcoming Key Decisions⁶	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature _____ Date _____		
Publication of report⁷	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:		
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: Signature _____ Date _____		
Call In⁸	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in⁹ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):		
Following Call In¹⁰	If decision confirmed by Director following call-in , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:		
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred:		
	Relevant Executive Member: Signature _____ Date _____		

⁶ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁷ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

⁸ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

⁹ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹⁰ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.

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