


Delegated Decision Notification (DDN)

Appendix D

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead directorⁱ:	Ian Cameron, Director of Public Health
Subjectⁱⁱ:	Review and Commissioning of Locality Community Health Development and Improvement Services
Decision detailsⁱⁱⁱ:	To seek approval from the Director of Public Health to award contracts for the Locality Community Health Development and Improvement Services to Feel Good Factor (Leeds) for Lot 1 East North East Leeds, Health for All (Leeds) Ltd for Lot 2 South and East Leeds and BARCA Leeds for Lot 3 West North West Leeds
Type of decision:	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No X Significant operational decision (council or executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in)
Notice^{viii} or call-in (key decisions only):	Date the decision was published in the list of forthcoming key decisions: If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision: If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public: This decision is the implementation of a Key decision of 9 March 2016 and as such is not a key decision or subject to call-in. Due to the value and impact of the decision it is considered this is a significant operation decision.
Affected wards:	Armley, Alwoodley, Beeston and Holbeck, Bramley and Stanningley, Burmantofts and Richmond Hill, Chapel Allerton, City and Hunslet, Cross Gates and Whinmoor, Farnley and Wortley, Gipton and Harehills, Hyde Park and Woodhouse, Killingbeck and Seacroft, Kirkstall, Middleton Park, Moortown, Pudsey, Roundhay, Temple Newsom and Weetwood.

Details of consultation undertaken:	Executive Member Councillor Mulherin	Date consulted: 22 nd March 2016	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: X No
	Ward Councillor Health Leads (with deprivation in their wards, affected by the new services)	Date consulted: 22 nd March 2016	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: X No
	Others ^x please specify: Service Users Integrated Commissioning Executive Best Council Leadership Team Locality teams Aligned services YORtender stakeholder consultation Potential providers Shortlisted providers	Date consulted: Throughout 2015 15 th October 2015 22 nd January 2016 23 rd February 2016 29 th February 2016 29 th February - 11 th March 2016 19 th April 2016 16 th June 2016	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: X No
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes X No (If yes, you must complete the Approval box below)		
Capital Injection approval	Name: Title:	Capital scheme number: XXXXX / XXX / XXX Date:	
Contract details (procurement decisions only)	A6TL-B8RESB	Contract title Locality Community Health Development and Improvement Services	
		Suppliers Feel Good Factor (Leeds) Health for All (Leeds) Ltd	

		BARCA Leeds
Implementation (key decisions only)	Officer accountable for implementation Timescales for implementation ^{xi}	
Contact person:	Liz Bailey, Health and Wellbeing Improvement Manager (East North East)	Telephone number ^{xii} : 07891 273837
Decision maker or authorised signatory^{xiii}:	Name:  Ian Cameron, Director of Public Health	Date: 05/09/16

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. 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.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).

^{vii} Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.

^{viii} All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

^{xiii} The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.