

Delegated Decision Notification (DDN)

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:	Director of Resources and Housing
Subjectⁱⁱ:	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts for the delivery of the Integrated Offender Management Support Service with Drug with Developing Initiatives for Support in the Community (DISC) and Change Grow Live (CGL) for a period of 12 months, with an option to extend for a further 12 months.
Decision detailsⁱⁱⁱ:	<p>The Director of Resources and Housing approved the request to:</p> <ul style="list-style-type: none"> • Waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into a new contract with Change Grow Live (CGL) for delivery of the Integrated Offender Management (IOM) Support Service, as the contract period is coming to an end. The new arrangement is required to ensure continuity of service pending the outcome of the review and subsequent procurement and mobilization of a new service. The contract will be for one year, from 1 April 2018 to 31 March 2019, with an option to extend up to a further 12 months, if required. The maximum value of the contract for 2017/18 will not exceed £590,850. • Waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into a new contract with Developing Initiatives for Support in the Community (DISC) for delivery of the Integrated Offender Management (IOM) Support Service as the main contract period is coming to an end. The new arrangement is required to ensure continuity of service pending the outcome of the review. The contract will be for one year, from 1 April 2018 to 31 March 2019, with an option to extend up to a further 12 months, if required. The maximum value of the contract for 2018/19 will not exceed £350,215. <p>And noted that:</p> <ul style="list-style-type: none"> • The Delegated Decision Notification relating to this report will be signed by the Director of Resources and Housing. • the future approvals relating to forthcoming commissioning decisions, for example the approval of detailed specifications for procurement and subsequent contract awards/extensions will be sought through the Director of Communities and Environment. This follows a change in Director responsibilities within the Council in 2017.

Type of decision:	<input checked="" type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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: 20th February 2018 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:																		
Affected wards:	All																		
Details of consultation undertaken:	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Executive Member:</td> <td style="width: 33%;">Date consulted:</td> <td style="width: 33%;">Interest disclosed?^{ix}</td> </tr> <tr> <td>Cllr Debra Coupar, Executive Member for Communities</td> <td>February 2018 (via regular Member Briefings from Julie Staton, Head of Commissioning, Adults & Health).</td> <td><input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Ward Councillor</td> <td>Date consulted:</td> <td>Interest disclosed?</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No</td> </tr> <tr> <td>Others^x please specify:</td> <td>Date consulted:</td> <td>Interest disclosed?</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No</td> </tr> </table>	Executive Member:	Date consulted:	Interest disclosed? ^{ix}	Cllr Debra Coupar, Executive Member for Communities	February 2018 (via regular Member Briefings from Julie Staton, Head of Commissioning, Adults & Health).	<input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No	Ward Councillor	Date consulted:	Interest disclosed?			<input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No	Others ^x please specify:	Date consulted:	Interest disclosed?			<input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
Executive Member:	Date consulted:	Interest disclosed? ^{ix}																	
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Others ^x please specify:	Date consulted:	Interest disclosed?																	
		<input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No																	
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)																		

Capital Injection approval	Name: Title:	Capital scheme number: XXXXXX / XXX / XXX Date:
Contract details (procurement decisions only)	Contract reference number: DN250893 – DISC DN250885 - CGL	Contract title: Provision of housing related support and DIP/IOM Offender Services
		Supplier: DISC and CGL
Implementation (key decisions only)	Officer accountable for implementation JULIE STATON, HEAD OF COMMISSIONING, ADULTS AND HEALTH Timescales for implementation ^{xi} MARCH 2018	
Contact person:	SARAH LOUGHMAN, COMMISSIONING AND CONTRACTS OFFICER, ADULTS AND HEALTH	Telephone number ^{xii} : 0113 37 87850
Decision maker or authorised signatory^{xiii}:	 Neil Evans, Director of Resources & Housing	Date: 13/03/18

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.

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- 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.