

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	The Director of Strategy and Resources		
Contact person:	Sue Petty	Telephone number: 0113 3787863	
Subject²:	GORSE Traded service Income 2024/25 annual Service Level Agreement		
Decision details³:	What decision has been taken?		
	<p>The Director of Strategy and Resources has approved a decision for a one year extension to the Service Level Agreement with GORSE multi academy trust to provide them with Payroll and associated employment services functions, resulting in an income to the Council circa £132,935 for the financial year 2024/25.</p>		
	A brief statement of the reasons for the decision		
	<p>GORSE multi academy trust currently take their Payroll services and other employment related services from Leeds City Council's BSC function which provides an annual income for the Council.</p> <p>In 2023/24 total income was £120,850 (14 schools and management/admin function) These rates were last negotiated in 2021/22.</p> <p>We have negotiated and agreed a further 1 year contract extension at the request of GORSE that includes an up lift to the charges to account for the increase in delivery costs.</p> <p>The extension for the 2024/25 financial year will produce a basic income of £132,935 (14 schools and management/admin function).</p> <p>GORSE are also in the process of taking on new schools that will be charged accordingly in addition to the costs above. Two schools have recently been identified, which once completed, will result in further income of circa £13,047 in 2024/25.</p>		

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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative to not negotiating an extension of the existing SLA for a further 12 months may have meant that GORSE would need to go out to tender at short notice and move their services to another provider. This would have resulted in a significant amount of income being lost and potential future income as GORSE take on additional LCC maintained schools converting to academies. It would also have had a detrimental impact of the reputation of the council as GORSE is a large multi academy trust and longstanding customer of the BSC services.</p>
Affected wards:	N/a
Details of consultation undertaken⁴:	Executive Member: N/a
	Ward Councillors: N/a
	Chief Digital and Information Officer ⁵ : N/a
	Chief Asset Management and Regeneration Officer ⁶ : N/a
	Others: Deputy Head of Shared Services (BSC) Deputy Chief Officer of HR and Shared Services
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>BSC Service Development Team – Sue Petty, Customer Services Manager and Helen Haynes, Training and Communication Officer.</p> <p>The SLA renews on 1 April 2024.</p>
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
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature: _____ Date: _____

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.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible: N/a (Income related)	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call-in	Is the decision available ⁹ for call-in? N/a	<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:	
Approval of Decision	Authorised decision maker ¹⁰ The Director of Strategy and Resources – Mariana Pexton	
	Signature  Signature	Date 04/03/2024

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.