

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	Director of Children and Families		
Contact person:	Lucie McAulay	Telephone number: 0113 3788766	
Subject²:	Minimum Funding Guarantee for Special Settings 2024/25		
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 Chief Officer Resources and Strategy approved the proposed increase in the Funding for Inclusion rates of £12 from £732 to £744 per unit with effect from April 2024 and to increase the set top up rate by 0.5% for those settings in receipt of set top ups.</p> <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 High Needs Block of the Dedicated Schools grant provides funding for Special Educational Needs and Disabilities (SEND). This includes places and top-up funding in special schools, resourced provision in mainstream schools and alternative provision; top-up funding for early years, primary, secondary, post-16 and out of authority provision; central SEND support and hospital & home education.</p> <p>The high needs operational guide states that the minimum funding guarantee (MFG) must be at least 0% and that local authorities should consider setting the MFG within a range of 0% and 0.5%. The authority is proposing that in line with the MFG for mainstream schools, this is set at 0.5%. In order to meet this level of</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

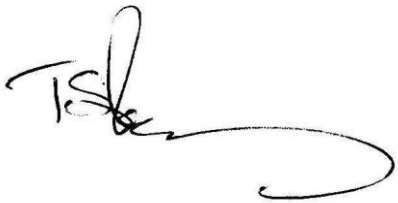
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>increase, it is proposed that the Funding for Inclusion unit rate for these settings be increased by £12 (from £732 to £744 per unit). Settings currently paid a set top up rate will have their rate increased to reflect a 0.5% MFG.</p> <p>The total cost of implementing a 0.5% MFG is estimated to cost £375k and if fully funded by the approved High Needs Block budget.</p>
	<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 options considered were to set the MFG between 0% and 4.99% however this would be inconsistent with the MFG awarded to mainstream settings and be contrary to the growing demand and complexities within SEND settings.</p>
Affected wards:	All
Details of consultation undertaken⁴:	<p>Executive Member – Cllr Pryor has been briefed on the High Needs Budget 2024/25</p> <p>Ward Councillors – High Needs budget 24/25 included within the Full Council Budget Report 24/25</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others: The High Needs Budget Report detailing the increase to the MFG has been presented to School Forum in February 2024.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Effective from 1st April 2024</p>
List of	Date Added to List:-

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.

Forthcoming Key Decisions⁷	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 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 Tim Pouncey – Chief Officer, Resources & Strategy	
	Signature 	Date: 14/3/24

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.