

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of Children and Families		
<b>Contact person:</b>	Santi Franceschino	Telephone number: 0113 336 8641	
<b>Subject<sup>2</sup>:</b>	Request to extend contract for a 6-month period with SCOPE in Leeds for the delivery of an inclusion support service		
<b>Decision details<sup>3</sup>:</b>	<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 Director of Children &amp; Families approved the decision to extend the contract with the current provider of Universal short breaks service, SCOPE. The extension period is from 01/04/2024 to 30/09/2024. This is 6 months extension out of the 1<sup>st</sup> of the 2 x 12 month extension and there will be further 1 x 6-months and 1 x 12-month extension periods remaining from 01/10/2024 to 31/03/2026. The value of the contract for the 6 months period is £112,050. Should all extensions be utilised the overall contract value will be £921,300 as the original contract value was £249,000 for the first year (01/04/22-31/03/2023), then reduced by £24,900 from 01/04/2023 (reduced annual value £224,100).</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>Universal Services offer activities that enable ALL children and young people to have fun and make friends and children with SEND should be able to access these</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

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


	<p>if they want to.</p> <p>Delivery of Inclusion Support Services is essential for the Leeds City Council's universal short breaks offer to children and families, professionals and providers who live or deliver services in the Leeds boundary.</p> <p>Leeds City Council would be in a difficult position if this group of children and young people could not access short breaks services. Families would be at an increased risk of breakdown.</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 Commissioning Team reviewed the inclusion support service in 2020/21 resulting in a competitive tender. The key-decision to go out to tender for this contract was taken on 27/07/21 (D54362). Colleagues from PPPU assisted with the tender process and Scope in Leeds was the successful bidder.</p>
<b>Affected wards:</b>	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

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

	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval	
	Signature	Date
<b>Publication of report<sup>8</sup></b>	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
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup>	
	Julie Longworth – Director of Children & Families	
	Signature	Date
		20/3/24

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> 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.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.

