

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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 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 & Families		
Contact person:	Head of Early Help Services Victoria Fuggles	Telephone number: 0113 37 86840	
Subject²:	Early Help review		
Decision details³:	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.) The Director of Children & Families approved; <ul style="list-style-type: none"> The new Early Help structure as detailed in appendix 1 The creation of 1FTE Education Safeguarding & Front Door Support Officer (PO4), along with a 1FTE EDT Family Help Worker (C1) to be established on the Front Door structure. The transfer of the MST and Futures services from the Early Help Structure to the Corporate parenting structure. 		
	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) Details and subsequent reasons for these decisions are outlined in the attached delegated decision report.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision One option would be to do nothing. This option has been dismissed as it would not enable Early Help services to respond to current financial challenges, system challenges, nor effectively implement the national agenda for Family and Community Hubs		

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.

Affected wards:	All	
Details of consultation undertaken⁴:	Executive Member	
	Executive Member for Children's Social Care and Health Partnerships	
	Ward Councillors	
	Chief Digital and Information Officer ⁵	
	Chief Asset Management and Regeneration Officer ⁶	
	Others Workforce, Trade Unions, HR, Finance	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Victoria Fuggles, Head of Early Help Services</p> <p>The first stage of the implementation of the review recommendations is the assimilation and appointing of staff into the new structure. Once that has been completed the delivery of the Family Hubs can be progressed.</p> <p>Assimilation of existing staff will commence April 2024. Where vacancies are subsequently created following assimilation, then the council's recruitment process will be followed. It is anticipated that completion will be by the end of June at the latest.</p>	
List of Forthcoming Key Decisions⁷	Date Added to List:- 16/03/2022	
	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

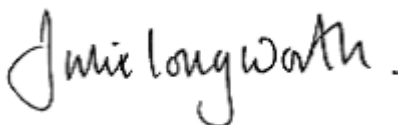
⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

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.

	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 Julie Longworth, Director of Children & Families	
	Signature 	Date 27/3/24

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