

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 type="checkbox"/> £100,000 to £500,000 <input checked="" 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:	Rachel Cameron - SEN Casework Officer, SENSAP	Telephone number: 0113 3786891 rachel.cameron@leeds.gov.uk	
Subject²:	Approval of an educational placement for a young person in accordance with an EHC (Education, Health and Care) Plan		
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>In the absence of the Director of Children and Families, the Deputy Director, Learning approved an educational placement at Hall Cliffe School from September 2024 at a cost of approximately £34,505 per term (£103,515 per academic year). Total cost of provision until the end of Key Stage 4 is therefore approximately £517,575, when this would be reviewed.</p> <p>Placement at this young person's current setting and other specialist settings have been considered and due to the environmental requirements and specialist staffing required to meet this young person's special educational needs (SEN), they require a specialist placement. The authority has a statutory duty to make provision for this child who has an Education, Health and Care (EHC) Plan.</p> <p>It is considered in the public interest that information contained in the business case is exempt from publication as it relates to a vulnerable child or young person within the City and the actions taken are to enable that person to receive their statutory entitlement to a minimum of 25 hours of education.</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>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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer⁵
	Chief Asset Management and Regeneration Officer⁶
	Others – Consultation was held with SENSAP Senior Leadership regarding placement options and due process.
Implementation	<p>Officer accountable, and proposed timescales for implementation The Statutory Assessment & Provision (SENSAP) Lead</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A – Exempt from Key Decision
	If Special Urgency or General Exception
	N/A
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>


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

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 maker¹⁰ Dan Barton – Deputy Director, Learning		
	Signature 	Date: 5/4/24	

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.