

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 | The Director of Communities, Housing and Environment | | |
| Contact person: | Jayne Grant, Advice & Access Manager | Telephone number: 3367805 | |
| Subject²: | Leeds Advice Service | | |
| 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 Director of Communities, Housing & Environment approved the extension of the Leeds Advice Service contract for 12 months from 26th July 2024 including a variation to the funding amount.</p> <hr/> <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>Leeds Advice Service was awarded the contract on 1st April 2017 to provide an Advice Service for Leeds. This was a 3 year contract with the option of annual one-year extensions.</p> <p>The previous contract expired on 31 March 2021 prior to funding being confirmed therefore a new contract was awarded up to 25th July 2024, with provision for 12 month extensions subject to funding.</p> <p>The consortium has delivered value for money, adapting how it delivers the service to ensure more people are able to access advice. Due to financial pressures, Children & Families funding of £86,062 has been withdrawn from the contract therefore, the funding for 2024-25 will be £1,415.013.</p> <p>This is a significant operational decision as a direct result of a key decision ref D54241</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.


| | | | |
|--|--|------------------------------|--|
| | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision | | |
| Affected wards: | ALL | | |
| Details of consultation undertaken⁴: | Executive Member | | |
| | Ward Councillors | | |
| | Others | | |
| Implementation | Officer accountable, and proposed timescales for implementation | | |
| List of Forthcoming Key Decisions⁵ | Date Added to List:- | | |
| | 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 report⁶ | 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 ⁷ 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: | | |

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

| | |
|-----------------------------|---|
| Approval of Decision | Authorised decision maker ⁸ Chief Officer, Community Hubs, Welfare and Business Support- Lee Hemsworth, |
| | Signature  |

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.