

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 checked="" 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 Adults and Health		
Contact person:	Eleanor Hastwell	Telephone number: 0113 37 89864	
Subject²:	Authority to novate contracts from the NHS ICB in Leeds to Leeds City Council for the following Community Links mental health accommodation services: Brigid House, Octavia House, Alexander House, East Grange Drive.		
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 Adults and Health noted:</p> <p>The novation of ICB contracts for the aforementioned Community Links services from the NHS ICB in Leeds to Leeds City Council. This will enable the Council to utilise the new NHS Provider Selection Regime (PSR) to enter into new LCC contracts for these services once funding transfers over in July 2024 (a decision which was already approved in March 2024).</p> <p><i>Approval is given for the novation of an existing contract dated 17th May 2024 made between Community Links (Northern) Ltd and the NHS West Yorkshire Integrated Care Board (QWO) to LCC. The latter will transfer their interest to LCC under said Novation Agreement.</i></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>Legal colleagues have advised that in order to utilise the PSR, the ICB contracts must first be novated over to the Council. Contracts Procedure Rules state that this must be approved via a Significant Operational Decision: <i>“Transfer, assignment and novation of contracts can only be carried out by PACS. The Authorised Officer should contact the relevant category manager in PACS in the first instance. Any decision to transfer, assign or novate a contract will be a Significant Operational Decision which can be published on a Delegated Decision Notice alone without the need for a supporting report as it is a nil value decision.”</i></p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None</p>
Affected wards:	All
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Executive Member for adult social care, public health and active lifestyles was briefed on 21st Feb 2024</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p>
Implementation	Officer accountable, and proposed timescales for implementation

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.

	Eleanor Hastwell – Commissioning Programme Leader Prior to July 2024	
List of Forthcoming Key Decisions⁷	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 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 Caroline Baria, The Director of Adults and Health	
	Signature 	Date 16/5/24

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.