


## Delegated Decision Notification (DDN)

<b>Lead director<sup>i</sup>:</b>	Director of Resources and Housing
<b>Subject<sup>ii</sup>:</b>	Request to waive Contract Procedure Rules 8.1 and 8.2 using the authority set out in CPR 1.3, to enter into a new contract with Basis Yorkshire for a period of up to 14 and a half months
<b>Decision details<sup>iii</sup>:</b>	<p>It was agreed in December 2017 to provide funding (£44,844) from 15 January 2018 to 14 January 2019, to provide additional targeted and intensive work with a small number of women with complex needs in the city. This was due to there being a need to provide intensive support for women who have particularly complex needs and need support to help them stabilise their lives. Complex needs among these women requires focussed, co-ordinated and directed personal intervention plans, supporting them to take steps towards addressing these complex needs and to ensure there are options available to enable them to make informed choices.</p> <p>It was recommended and agreed that the funding should be allocated to Basis Yorkshire, an organisation which provides support to women involved in sex working, living and/or working in Leeds (female and trans, indoor or on the street) to fund an Intensive Support Service. Leeds City Council already has close contacts with this organisation and also currently funds other contracts with them.</p> <p>It was recommended that funding should be allocated from Resources and Housing, to fund the Intensive Support Service, with Basis Yorkshire, who are now working closely with a small number of women to provide intensive support as well as securing 'priority access' to core services, identify key contacts, coordinate the agreed list of individuals, and lead discussion regarding individuals at relevant partnership meetings, including the Multi Agency Review Board (MARB) and the Vulnerable Adults and Homelessness Meeting (VAHM).</p> <p>As outlined above, there is now a need to put in place another contract for a further 9 months, from 15 January 2019 until 30 September 2019, with an additional 6 months until 31 March 2020, if required. This is to enable the continuation of the work to further engage with women with complex needs and to ensure that they continue to access services and that other women are engaged with.</p> <p>The Director of Resources and Housing approved the recommendation to waive Contract Procedure Rules 8.1 and 8.2, using the authority set out in CPR 1.3, to enter into a new contract for up to 14 and a half months of up to £56,054 with Basis Yorkshire, for the provision of targeted, intensive support for women with complex needs. The contract will run from 15 January 2019 to 30 September 2019, for £32,846 with</p>

	<p>the option to extend the contract for a further 6 months up until 31 March 2020, for £23,208.</p> <p>Agree to continue to receive quarterly performance reports and case studies, outlining key activity undertaken and outcomes achieved.</p>												
<b>Type of decision:</b>	<p><input type="checkbox"/> Key decision (executive)</p> <p>Is the decision eligible for call-in?<sup>iv</sup>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Is the decision exempt from call-in?<sup>v</sup>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Significant operational decision (council or executive<sup>vi</sup> – not subject to call-in)</p> <p><input type="checkbox"/> Administrative decision (council or executive<sup>vii</sup> – not subject to publication or call-in)</p>												
<b>Notice<sup>viii</sup> or call-in (key decisions only):</b>	<p>Date the decision was published in the list of forthcoming key decisions:</p> <p>If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>												
<b>Affected wards:</b>	All												
<b>Details of consultation undertaken:</b>	<table border="0"> <tr> <td>Executive Member</td> <td>Date consulted:</td> <td>Interest disclosed?<sup>ix</sup></td> </tr> <tr> <td>Cllr D Coupar</td> <td>October 2018, via discussion with Julie Staton, Head of Commissioning, Adults and Health</td> <td><input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Ward Councillor</td> <td>Date consulted:</td> <td>Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No</td> </tr> <tr> <td>Others<sup>x</sup> please specify:</td> <td>Date consulted:</td> <td>Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No</td> </tr> </table>	Executive Member	Date consulted:	Interest disclosed? <sup>ix</sup>	Cllr D Coupar	October 2018, via discussion with Julie Staton, Head of Commissioning, Adults and Health	<input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No	Others <sup>x</sup> please specify:	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
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<b>Capital injection</b>	<p>Injection approval required?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>												

<b>approval required:</b>	(If yes, you must complete the Approval box below)	
<b>Capital Injection approval</b>	Name: Title:	Capital scheme number: XXXXX / XXX / XXX  Date:
<b>Contract details (procurement decisions only)</b>	Contract reference number	Contract title
		Supplier
<b>Implementation (key decisions only)</b>	Officer accountable for implementation  Timescales for implementation <sup>xi</sup>	
<b>Contact person:</b>	Julie Staton, Head of Commissioning, Adults and Health	Telephone number <sup>xii</sup> : 0113 3787858
<b>Decision maker or authorised signatory<sup>xiii</sup>:</b>	  Name: Neil Evans  Director of Resources and Housing	Date: 30/11/18

<sup>i</sup> The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

<sup>ii</sup> A brief title should be inserted here. 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>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

<sup>iv</sup> See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

<sup>v</sup> If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

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- <sup>vi</sup> If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).
- <sup>vii</sup> Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.
- <sup>viii</sup> All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
- <sup>ix</sup> No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.
- <sup>x</sup> This may include other elected members, officers, stakeholders and the local community.
- <sup>xi</sup> Please include proposed timescales for commencement and / or completion of implementation as appropriate.
- <sup>xii</sup> Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.
- <sup>xiii</sup> The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.