


Delegated Decision Notification (DDN)

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead director:	The Director of Children & Families	
Subject:	Decision to enter into a contract for the Family Drug and Alcohol Court (FDAC) service	
Decision details:	<p>The Director of Children and Families agreed to:</p> <p>a) Grant authority to procure the Family Drug and Alcohol service (FDAC) utilising the negotiated procedure without publication of a notice with Barca-Leeds for the provision of the service from 6th April 2020.</p> <p>b) Approve the award of a contract to Barca-Leeds for delivery of the FDAC service for the period 6th April 2020 to 5th April 2022 with the option to extend up to 24 months at a value of £960,010 for two years.</p> <p>c) Grant approval to waive CPR 15.2 to change the tender evaluation quality threshold for the FDAC service procurement exercise to be based on 100% quality.</p>	
Type of decision:	<input checked="" type="checkbox"/> Key decision (executive) <input type="checkbox"/> Is the decision eligible for call-in? ^v Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Is the decision exempt from call-in? ^v Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Significant operational decision (council or executive ^{vii} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in)	
Notice^{viii} or call-in (key decisions only):	<p>Date the decision was published in the list of forthcoming key decisions: 6/2/20</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 not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
Affected wards:		

Date: 6/3/2020	Name: Sal Tariq 	Decision maker or authorised signatory ^{xiii} :			
Telephone number ^{xiii} : 0113 37 85430	Cat Henderson	Contact person:			
Officer accountable for implementation Commissioning Programme Manager Timescales for implementation ^{xiv} April 2020		Implementation (key decisions only)			
Supplier:	Contract reference number				
Contract title:			Contract details (procurement decisions only)		
Date: XXXXX / XXX / XXX Capital scheme number:	Name: Title:	Capital Injection approval			
Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)					
<table border="1"> <tr> <td data-bbox="92 1532 620 1736"> Executive Member Date consulted: 6/2/20 Interest disclosed?^x <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Date of dispensation: </td> <td data-bbox="620 1532 1166 1736"> Ward Councillor Date consulted: Interest disclosed?^x <input type="checkbox"/> Yes <input type="checkbox"/> No Date of dispensation: </td> <td data-bbox="1166 1532 1473 1736"> Others^x please specify: Date consulted: Interest disclosed?^x <input type="checkbox"/> Yes <input type="checkbox"/> No Date of dispensation: </td> </tr> </table>			Executive Member Date consulted: 6/2/20 Interest disclosed? ^x <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Date of dispensation:	Ward Councillor Date consulted: Interest disclosed? ^x <input type="checkbox"/> Yes <input type="checkbox"/> No Date of dispensation:	Others ^x please specify: Date consulted: Interest disclosed? ^x <input type="checkbox"/> Yes <input type="checkbox"/> No Date of dispensation:
Executive Member Date consulted: 6/2/20 Interest disclosed? ^x <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Date of dispensation:	Ward Councillor Date consulted: Interest disclosed? ^x <input type="checkbox"/> Yes <input type="checkbox"/> No Date of dispensation:	Others ^x please specify: Date consulted: Interest disclosed? ^x <input type="checkbox"/> Yes <input type="checkbox"/> No Date of dispensation:			
Details of consultation undertaken:	Capital injection approval required:				

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

ⁱⁱ 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.

ⁱⁱⁱ 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.

^{iv} 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.

^v 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 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} 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).

^{vii} 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.

^{viii} 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.

^{ix} 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-qualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} 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.

^{xiii} 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 signatory to be 'pd' 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.

