

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

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| Decision type | <input type="checkbox"/> Key Decision | <input checked="" type="checkbox"/> Significant Operational Decision |
| Director¹ | Children and Families Service | |
| Contact person: | Andrea Richardson | Telephone number: 0113 37 83633 |
| Subject²: | Little Owls Childcare Fees | |
| Decision details: | <p>What decision has been taken?³</p> <p>Non charging of childcare fees during Covid- 19 pandemic</p> | |
| | <p>A brief statement of the reasons for the decision⁴</p> <p>Childrens Centres Little Owls nurseries charge fees for day care hours taken at the nursery . During the Covid 19 pandemic period we have been required to close to follow government guidance and legal requirements related to the Conovirus Act 2020. The request not to charge day care fees for families affected by the following circumstances:</p> <ul style="list-style-type: none"> • when the centre is closed due to a ‘collapsed childcare bubble’, • the family household has been instructed to isolate through ‘test and trace’ or • the family is self isolating due to symptoms awaiting a test result. <p>The reason for this decision is that Leeds city council is unable to provide a service to the parent/carer under these circumstances and the contract is therefore frustrated. Legal advice is that under these circumstances, parents should not be charged.</p> <p>Whilst it is very difficult to estimate accurately the cost of this decision, over the course of the pandemic non charging of childcare fees has the potential to exceed £100k.</p> | |

¹ With delegated authority set out in Constitution

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 Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

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| | Brief details of any alternative options considered and rejected by the officer at the time of making the decision To charge parents regardless of service received. | |
| Affected wards: | All | |
| Details of consultation undertaken⁵: | Executive Member Briefed on 15/10/20 | |
| | Ward Councillors | |
| | Others | |
| Implementation | Officer accountable, and proposed timescales for implementation | |
| List of Forthcoming Key Decisions⁶ | 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) | |
| | 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: | |

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

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| Approval of Decision | Authorised decision maker ⁸ The Director of Children & Families | |
| | Signature  | Date: 15/10/20 |

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