

Delegated Decision Notice

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 checked="" 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 Adult Social Services		
Contact person:	Shona McFarlane		Telephone number: 0113 37 83877
Subject²:	Approval of Care Plan over £100k		
Decision details³:	<p>The Deputy Director, Access & Care Delivery approved the contents of a report regarding a care plan in respect of a person with complex care needs, the individual cost of which is £135,643.56 per annum.</p> <p>It is considered in the public interest that information contained in the report is exempt from publication as it relates to a vulnerable citizen of the City and the actions being taken to enable that person to live independently in a safe environment.</p>		
	<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>		

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:		
Details of consultation undertaken⁴:	Executive Member: Cllr Charlwood	
	Ward Councillors	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation: Social Worker	
List of Forthcoming Key Decisions⁵	Date Added to List:- 30 th November 2020	
	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

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.

	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 ⁸ Shona McFarlane	
	Signature 	Date: 30 th November 2020

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