

## Delegated Decision Notice

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

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|--------------------------------------|--|---|--|
| <b>Decision type</b>                 | <input checked="" type="checkbox"/> Key Decision   | <input type="checkbox"/> Significant Operational Decision   | <input type="checkbox"/> Administrative Decision                                       |
| <b>Approximate value</b>             | <input type="checkbox"/> Below £500,000<br><input type="checkbox"/> £500,000 to £1,000,000<br><input checked="" type="checkbox"/> over £1,000,000  | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000<br><input type="checkbox"/> £100,000 to £500,000<br><input type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000 |
| <b>Director<sup>1</sup></b>          | The Director of Children & Families  |   |  |
| <b>Contact person:</b>               | Amelia Gunn  | Telephone number:<br>0113 3783597   |  |
| <b>Subject<sup>2</sup>:</b>          | COVID Winter Grants Fund   |   |  |
| <b>Decision details<sup>3</sup>:</b> | <p>What decision has been taken?<br/>           (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)<br/>           The Department for Work and Pensions have launched a COVID Winter Grants Scheme, in which funding has been allocated to local authorities across England to provide food and fuel support to vulnerable families and individuals between the beginning of December and end of March.</p> <p>This funding was first announced on the 6<sup>th</sup> November, and final guidance was received from the DWP on the 24<sup>th</sup> November, 2020.</p> <p>The funding asks for provision to be put in place for Christmas, and therefore funding needs to be allocated as soon as possible to enable this to happen.</p> <p>Funding can be provided to third party organisations such as charities and schools.</p> <p>The Director of Children &amp; Families agreed to accept £1.6 million of this funding, which will be allocated to Children &amp; Families, for them to distribute to schools who want to run their own scheme, and to Catering Leeds and Asda to administer a scheme for schools who do not want to run their own scheme.</p> |   |  |


<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.




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|  | <p>A brief statement of the reasons for the decision<br/>(Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The funding will enable food support to be provided to children who are eligible for FSM, as well as children who are experiencing poverty, over the two weeks of Christmas holiday and February half term. The opt out approach was taken for the following reasons:</p> <ul style="list-style-type: none"> <li>• Some schools have been operating independently since April, and have developed effective practices that are appropriate for their schools.</li> <li>• Schools can move quickly to establish this provision based on their preferred delivery method and time is short to enable schools to adopt different methods to that which they know.</li> <li>• Schools may feel they are best placed to know their pupils, families and communities, and so can design their scheme to meet their specific need.</li> <li>• The autonomy of schools has significantly increased in the last ten years, and therefore a prescribed, one size fits all council approach may not be welcomed</li> </ul> <p>The central opt in scheme was created based on recent feedback from some schools, which suggested that a scheme run by Leeds City Council for schools to opt-into will be welcomed given the pressure schools are under at the moment.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> |
| <b>Affected wards:</b>                                 | All  |
| <b>Details of consultation undertaken<sup>4</sup>:</b> | <p>Executive Member</p> <p>Councillor Pryor &amp; Councillor Venner</p> <p>Ward Councillors</p>  |

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

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|  | Others<br>Headteachers, Chief Officers   |
| <b>Implementation</b>                                | Officer accountable, and proposed timescales for implementation<br>Head of Quality & Practice Improvement<br>December 2020   |
| <b>List of Forthcoming Key Decisions<sup>5</sup></b> | Date Added to List:-<br>2nd December 2020  |
|  | <b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision<br><br>The funding is one-off COVID related funding, coming into the LA on the 30 <sup>th</sup> November from the Department for Work and Pensions. Final guidance on this scheme from the DWP was received on the 24.11.2020, so we were unable to finalise any plans until after this date. Once the funding is received, it then needs to be distributed to the various schemes urgently for provision to be in place by Christmas. The data on which children need to receive food provision needs to have been confirmed by the schools by the 4 <sup>th</sup> December, so the request needs to go out to them no later than the 2nd December 2020. |
|  | <b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval<br>Signature _____ Date: 2/12/20<br><br><br><br>Cllr Lamb   |
| <b>Publication of report<sup>6</sup></b>             | If not published for 5 clear working days prior to decision being taken the reason why not possible:<br>Final signed off guidance on the COVID Winter Grants Scheme was provided on the 24 <sup>th</sup> November by the Department of Work and Pensions, and so we were unable to get approval for a Leeds scheme until then. A Leeds scheme was shaped based on feedback from Headteachers, and we have moved quickly to create a scheme that is adaptable to the differing needs of schools. This decision needs to be taken urgently in order to distribute funds to schools and Catering Leeds/ Asda. Central stock needs to be ordered by 4 <sup>th</sup> December, 2020, to facilitate provision for Christmas.   |

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

|                             |  |   |
|-----------------------------|--|---|
|                             | <p>If published late relevant Executive member's approval</p> <p>Signature <span style="float: right;">Date: 30/11/20</span></p> <p style="text-align: center;"></p> <p>Cllr Pryor</p> <p style="text-align: right;">Date: 30/11/20</p> <p style="text-align: center;"></p> <p>Cllr Venner</p> |   |
| <b>Call In</b>              | Is the decision available <sup>7</sup><br>for call-in?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>Approval of Decision</b> | <p>Authorised decision maker<sup>8</sup></p> <p>The Director of Children &amp; Families</p> <p>Signature <span style="float: right;">Date: 2/12/20</span></p> <p style="text-align: center;"></p>   |   |

<sup>7</sup> 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.

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