

## Delegated Decision Notice

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of Public Health		
<b>Contact person:</b>	Catherine Ward – Health Improvement Principal		Telephone number: 07712 214810
<b>Subject<sup>2</sup>:</b>	Request to vary the contract awarded to Leeds Mind for the Mindful Employer Service for additional funding of £37,500 for 12 months under Contract Procedure Rule 21.7. To seek authority to procure a new 'Mindful Employer' service.		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?            (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Deputy Director of Adults and Health:</p> <p>Approved the contract variation under Contracts Procedure Rules 21.7 to Leeds Mind for the Mindful Employer service. This will commence 1st April 2021 and end on 31<sup>st</sup> March 2022 at a cost of £37,500 for the period of 12 months.</p> <p>Granted the authority to enter into a competitive tender process to procure a new Mindful Employer service from 1<sup>st</sup> April 2022 for a period of 3 years (with an option to extend for a period of up to 24 months in any combination) with a maximum budget of £37,500 pa (£187,500 for the overall contract period).</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.


	<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> <p>The current contract arrangements with Leeds Mind to deliver Mindful Employer were put in place on 1<sup>st</sup> April 2017 for 12 months (with an option to extend for a further 36 months) following a successful procurement exercise.</p> <p>Since 1<sup>st</sup> April 2017, Public Health Specialists working with Commissioning and Contract Managers have worked closely with the provider to ensure the service covers all aspects of the Mindful Employer initiative and reflect the latest evidence base. Contract monitoring is showing successes including increased businesses signing up to be Mindful Employer Charter Signatories and effectively rolling out the 10 steps tool kit.</p> <p>This provider demonstrates wider benefits such as promoting positive mental health messages and exploring the impact stigma and discrimination have on the lives of people with mental health problems.</p> <p>The organisation is embedded within local businesses, are trusted and recognised, and engage extremely well with employers as well as usually exceeding the key performance indicators.</p> <p>Established in 2013, the Leeds Mindful Employer Network brings local employers together to champion positive mental health at work. It is a unique offer to Leeds, putting the city at the forefront of initiatives to promote workplace mental health and wellbeing. The Network is commissioned by Leeds City Council (Public Health) and led by Leeds Mind in partnership with local employers. Current Network membership currently includes over 400 local employers.</p> <p>The Leeds Mindful Employer Network works alongside the National Mindful Employer service delivered by Devon NHS Partnership Trust. The National Mindful Employer service manages the Mindful Employer Charter, of which over 140 Leeds and West Yorkshire employers are now signatories</p> <p>Leeds Mindful Employer Network is made up of over 700 individuals from over 400 local businesses and organisations. This year saw 120 new individuals sign up to the Network. The diversity of the Network is one of its main assets, bringing together a wide range of industries, sectors and sizes of business. As a fully funded service, it is free for all local employers to join Leeds Mindful Employer Network and benefit from the opportunities and support provided.</p> <p>Leeds Mindful Employer work is embedded in the new Mental Health Strategy for the city as a key driver in delivering two priorities addressing mental health inequalities (priority 1- Target mental health promotion and prevention within communities most at risk of poor mental health, suicide and self-harm and priority 3 - Ensure education, training and employment is more accessible to people with mental health problems.</p> <p>This commissioned service is highly valued in the city as a unique and effective vehicle for delivering public mental health activity and has</p>
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	<p>produced the brilliant 10 steps toolkit resource for local employers  <a href="http://mindfulemployertentsteps.co.uk/">http://mindfulemployertentsteps.co.uk/</a></p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Councillor Charlwood (Executive Member for Health, Wellbeing and Adults) has been briefed on 6 <sup>th</sup> October 2020.
	Ward Councillors
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Catherine Ward – Health Improvement Principal</p> <p>Implementation 1<sup>st</sup> April 2021</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<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:

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

<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

	If published late relevant Executive member's approval	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If <b>exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Caroline Baria Deputy Director of Adults and Health	
	Signature 	Date 2 <sup>nd</sup> December 2020

<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.