

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Victoria Eaton - Director of Public Health		
Contact person:	Sharon Foster Head of Public Health - Health Protection	Telephone number: 0113 378 6035	
Subject²:	Development and implementation of a Leeds local contact tracing COVID-19 service as part of the Public health response to COVID-19 utilising the £10.4m government grant (Key decision D52580)		
Decision details³:	<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>Leeds City Council has received £10.4m, from the Government, to support the public health response to the COVID-19 pandemic. The funding is a one-off contribution, for the 2020-21 financial year, and is non-recurrent.</p> <p>This funding is to support proactive and preventative evidence based measures, in the fight against the pandemic, which are informed by the Leeds outbreak plan. Setting up a local contact tracing service is a requirement of central Government. As part of this allocation, a budget has been identified for this local contact tracing service, it is necessary that this service is implemented immediately as part of the Public Health response to COVID-19:-</p> <p>The development and implementation of the local contact tracing service for Leeds was launched in November 2020. This service has been developed at pace with partners across the Council.</p> <p>The programmes developed are detailed below, it is anticipated costs for 12 months from November 2020 – December 2021 will be approximately £785,158. There will be flexibility with this approach depending on the specific needs of the Leeds population and the rates of infection, therefore costs may</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.

increase or decrease in line with local data.

Staffing contact tracing service 'connect and support' - £531,420

The contact centre is currently staffed by council employees from existing council contact and face to face centres. There is currently 5 fulltime call handlers and 4 team leaders. A further 12 are undergoing training. Once all call handlers have been recruited (external) face to face staff will resume substantive posts.

The call handlers will be given a daily caseload from Powerbi via Health Informatics. The purpose of the call is to offer support re isolation and establish contact names and details. If no contact is made within 24 hours the case will be closed. When an address is available and contact by phone has been unsuccessful the case will be referred to the 'door knocking service' facilitated by the third sector. As the future workload is unpredictable and based on the number of cases to trace, the recruitment of some external staff may be paused.

- **Staffing for the Leeds Local Contract Tracing Service**

Internal – Existing LCC staff	External - Recruitment of new staff
<p><u>2020/21 Costs (Jan – March 2021)</u> 5 x B3 from Contact Centre (started 27/11/20) = £42,860</p> <p>1 x S02 Team Leader (started 27/11/20) = £13,219</p> <p>3 x B3 from F2F (started 03/12/20) = £19,287</p> <p>1 x S01 from F2F (started 03/12/20) = £9,057</p> <p><u>2021/22 Costs (April – Nov 2021)</u> 5 x B3 from Contact Centre (started 27/11/20) = £85,720</p> <p>1 x S02 Team Leader (started 27/11/20) = £26,437</p> <p>* The posts highlighted in amber are temporary internal posts which will provide cover from Dec 20 until Feb 21 when 15 x external B3 posts are recruited to.</p>	<p><u>2020/21 Costs (Jan – March 2021)</u> 5 x B3 from 11/01/21 = £29,465 5 x B3 from 18/01/21 = £26,785 5 x B3 from 01/02/21 = £21,430</p> <p><u>2021/22 Costs (April – Nov 2021)</u> 15 x B3 from 1/4/21 = £257,160</p>
Total internal = £196,580	Total external = £334,840

Evaluation - £25,000

A grant will be awarded to Sarah Frost - Independent Research and Evaluation Consultant due to the urgency of implementing this work, the providers ability to do this with the relevant skills and experience. This provider has worked with

partners in Leeds and nationally and is a recognised provider with national and local expertise. An external independent evaluation of the 'connect and support' programme will commence in January 2021, to be completed August 2021. The evaluation will look at all aspects of the programme from the call handler experience to the supportive role of the third sector. This is a formative, longitudinal evaluation, whose outcomes closely link with the specified delivery outcomes and success criteria for the Leeds Covid-19 Connect and Support Service (LCSS). The overarching aim of the evaluation is to provide ongoing learning and a framework for understanding and improvement it is a 'live' practice-based evaluation. This provider provides best value for the Council by providing a quality and robust critical longitudinal and formative evaluation on the process and impact of the new Leeds Covid-19 Connect and Support Service (LCSS). The delivery consortium led by Sarah Frost are all social research and evaluation experts who have worked in Leeds and nationally. They will bring high-level, complementary skills and knowledge to the project. The delivery consortium have extended knowledge and awareness of the complexities of COVID-19 as they are currently evaluating a COVID-19 community support programme. They can start immediately which is vital in the initial stages of the LCCS service..

Community Support (Outreach) - £200,000

Grants will be awarded to existing providers of the Better Together programme detailed below in order to enhance capacity to provide community outreach, due to the nature of the outreach work is needed immediately and their ability to mobilise quickly across all communities to support the Local Contact Tracing Service is essential as part of the Leeds COVID-19 outbreak plan. The implementation of the Connect and Support service is a key priority for the Council in order to minimise the spread of the virus and the risk of local outbreaks. The need for a fast response and for organisations to be both trusted by the vulnerable groups and have a deep understanding community needs, means that a grant funding to providers of current services is the preferred option. The Better Together providers have been an integral part of the community response to Covid-19 since the beginning of the pandemic and are well placed to be able to respond quickly and effectively and to provide this support January 2021 to December 2021, with flexibility due to on-going needs of the Local Contact Tracing service:-

- £63,230 grant to Health for All (working in partnership with Asha and Hamara)
- £39,708 grant to Barca
- £97,062 grant to Feel Good Factor (working in partnership with Shantona, Space 2, Touchstone and Zest)

The Connect and Support community outreach service will work with local people, community networks and community-based services to develop effective approaches to connect and support people with COVID-19 in the community and reduce the risk of COVID-19 transmission.

It will meet the needs of diverse communities, communities of interest and

those who are at greater risk, or more vulnerable, to COVID-19. Focusing on vulnerability, encompassing people who are clinically vulnerable, those who are socially vulnerable and those communities who are marginalised or under served.

The Connect and Support service in Leeds is an important part of reducing and then limiting the spread of COVID-19. Leeds City Council local contact centre will try to contact people who have not been contacted by the national track and trace service. People not contacted by the contact centre will be referred to the Connect and Support community outreach service.

The Connect and Support community outreach service will work with local people, community networks and community-based services to develop effective approaches to connect and support people with COVID-19 in the community and reduce the risk of COVID-19 transmission.

This work will be funded for one year to build on existing COVID-19 work across the city, targeted at those most deprived and at greatest risk.

Information Governance - £10,000

Expertise/ advice in setting up a local test and trace call centre was supported by the LCC information Governance department (a division of the Council). This included attendance at internal and external meetings, keeping DPIA updated and work on data flows; reviewing existing PHE training and other training material; liaising with colleagues in Calderdale; advising on the IG implications of systems eg CATS; reviewing and commenting on user guides, scripts and drafting FAQ section and drafting privacy notice. £60p/hr. Charged within the council via an internal invoice.

IT equipment to support the programme - £18,738

IT equipment will be ordered by service Managers within the Local contact tracing service Jacob Rogers and Rosie Boyle via DIS who will then recharge to the Test & Trace budget – 55059. IT equipment will be purchased as in stages, as needed up to a maximum of 20 of each.

20 HP 430 G5 @ £590.26 each = £11,805
20 Software Bundle @ £238.64 each = £4,773
20 Break/Fix £38.00 each = £760.00
20 Rucksack £23.00 each = £460.00
20 Skype Stereo Headset £42.00 each = £840.00
20 computer mouse @ £50.00 each = £100

The total approximate costs for 12 months - **£785,158**. This will be funded from the non-recurrent Test and Trace Ring-Fenced Grant.

As the Council would be entering into grant arrangements with the above named organisations, the Council will have no contractual control over enforcement of the terms. The only sanction available with grant payments is for the Council to claw-back grant monies unspent. However, this is balanced by the opportunity for creative approaches to be developed making use of the

flexibility of the grant; and for added value to be obtained.

There is a risk of challenge that the grant payment is not a grant. Legally there is some confusion about when a grant can and cannot be used as there is a fine line between a grant (which is not caught by the procurement rules) and a contract for services (which is caught by the procurement rules). The preamble to EU Procurement Directive 2014/24/EU makes it clear at paragraph (4) that “the mere financing, in particular through grants, of an activity, which is frequently linked to the obligation to reimburse the amounts received where they are not used for the purposes intended, does not usually fall within the scope of the public procurement rules”.

Funding from which any grant payment is made must be designated as “grant” money. If the Council wish to make a grant, the money must be in the “grant” block. If it is not, it can normally be moved from other blocks in the Council budget into the grant block.

Awarding the grants to the named organisation in this way could leave the Council open to a potential claim from other providers, to whom this grant could be of interest, that it has not been wholly transparent. However the risk of this would appear to be low.

As this is a grant it is not subject to the council’s Contracts Procedure Rules or within the Public Contracts Regulations 2015 but good practice and transparency will be observed throughout.

There is no overriding legal obstacle preventing the award of the grants and the contents of this report should be noted. In making their final decision, the Director of Public Health should be satisfied that the course of action chosen represents best value for the Council.

As this decision is a consequence of a previous key decision dated 11th December 2020 (D52580) under the special urgency rule, for clarity this is a significant operational decision providing specific detail as part of the key decision report and not be subject to call-in

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)

The NHS Test and Trace service forms a central part of the government’s COVID-19 recovery strategy. The primary objectives of the Test and Trace service is to control the COVID-19 rate of reproduction (R), reduce the spread of infection and save lives.

LCC is required to provide a local test and trace service to support the national service. The local service named ‘connect and support’ aims to establish contact with individuals who have tested positive, support and encourage isolation and obtain contacts. The costings will need to flex according to the workload, we may require less staff as the number of daily cases decrease. The costings have been formulated on current daily cases approx. 500 at the time of the project being initiated.


All current staff have been identified from LCC existing staff pool and external

	recruitment is underway to build capacity to meet the needs of the local population.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision A local service was a requirement by central government
Affected wards:	All wards
Details of consultation undertaken⁴:	Executive Member – Cllr Charlwood – 03-12-2020
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation Immediately Sharon Foster Head of Public Health – Health Protection
List of Forthcoming Key Decisions⁵	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) 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 _____

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

Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	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 Victoria Eaton Director of Public Health		
	Signature 	Date 20-01-2021	

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.

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