

Delegated Decision Notice (DDN)

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 checked="" type="checkbox"/> £25,000 to £100,000 <input 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	Children and Families		
Contact person:	Kate Sibson, Commissioning Manager Children and Families		Telephone number: 0113 3788925
Subject²:	Approval of contract award to Highton Consultancy		
Decision details³:	<p>What decision has been taken? The Head of Service, One Adoption West Yorkshire (OAWY) approved the waiver of CPRs 8.1 and 8.2 to award a twelve month contract from 1st April 2021 to the value of £48,000 to Highton Consultancy to continue to provide independent advice and quality assurance to the OAWY adoption panels.</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> <p>The additional support for adoption panels was required to increase capacity during the Covid-19 pandemic. There is an ongoing requirement for their support and a twelve month contract will enable the boards to maintain the service in response to the capacity challenges as the pandemic continues.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Consideration was given to opening out the contract to a competitive tender. It was viewed to be more beneficial to enter into a new contract with the current consultant given their expertise in the OAWY processes relationships they have</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.

	<p>built over the last six months. The contract is for a relatively short period and the work allocated to the contractor is expected to decline over the term as the Panel's caseload returns to normal.</p> <p>Consideration was given to ending the contract and using existing resources, however the panel still requires additional support to manage the increased workload due to the pandemic.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁵	Date Added to List:-
	N/A
	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 Sarah Johal –Head of Service One Adoption West Yorkshire		
	Signature	Date: 5/3/21	
			

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.