

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 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 Children & Families		
Contact person:	Helen Thomas		Telephone number: 0113 37 86216
Subject²:	To approve the Children & Families financial contribution of £100,667 for delivery of the Direct Payment Support Service delivered by Leeds Centre for Integrated Living from 1 st April 2021 to 30 th November 2021 as per the decision D52664 taken by Adult's & Health on 05/02/21.		
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>The Director Adults & Health has approved the waiver of CPRs 9.1 and 9.2 to enter into an interim contract with Leeds Centre of Integrated Living (LCIL) from 1st April 2021 for a period of eight months to enable the facilitation of a six month mobilisation period under the current Direct Payment Support Service contract that was due to expire on 31st March 2021. The service is jointly commissioned with Children's Services. Adults and Health contribution to the contract will be £419,183 and Children and Families contribution will be £100,667. The combined value of the contract will be £519,850. Decision D52664 was taken on 05/02/21. Offering direct payments is a statutory duty for Local Authorities and this contract delivers a key support function assisting adults/families to manage their direct payments.</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>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>An authority to procure a Personal Assistant (PA), Payroll and Managed Bank Account Service for individuals in receipt of a Direct Payment or Personal Health Budget has been approved by the Director of Adults & Health. The contract duration intention will be 2 years with an option to extend up to a further 36 months. This contract is due to start on 1st December 2021 and an interim contract with the current provider Leeds CIL is required in order that this service can continue.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
Affected wards:	City-wide
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>Others</p>
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature Date</p>

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

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
	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 Ruth Terry – Chief Officer, Social Work		
	Signature 	Date: 8/3/21	

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.

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