

Delegated Decision Notice

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

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Children & Families		
Contact person:	Jo Rowlands	Telephone number: 0113 37 89219	
Subject²:	COVID Winter Grants Fund Extension – Free School Meals Provision		
Decision details³:	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.) The Director of Children and Families agreed to; <ul style="list-style-type: none"> a) Accept the £986,468 COVID Winter Grant Extension funding from the Department for Work and Pensions for 2021. b) Exempt this decision from call-in, in order for the funding to be used for provision of free school meals to children living in poverty in the city for the Easter 2021 school holidays. c) Agree to accept any further future funding allocated from Government for the provision of free school meals for school holiday periods for children eligible for free school meals and/ or living in poverty. 		
	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 Department for Work and Pensions has announced an extension to the COVID Winter Grants Scheme until 16 th April 2021 (previous end date 31 st March 2021). Funding has been allocated to local authorities across England, with Leeds receiving £986,468. The initial COVID Winter Grants Scheme was first announced in November 2020 with Leeds City Council receiving £2,837,556.77. The funding has enabled Local Authorities to provide support to		

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>families with children, other vulnerable households and individuals from early December 2020 and covered the period until the end of March 2021 with the cost of food, energy (heating, cooking and lighting), water bills (including sewerage) and other essentials.</p> <p>A key decision was taken in December 2020 to allocate £1.6 million of the original funding for the provision of FSM to children living in poverty in the city for the Christmas 2020 and February 2021 half-term holidays. It is recommended that the additional allocation of £986,468 up until 16th April is used to support schools for the provision of FSM for the Easter school holidays, using the method adopted for February half term.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None</p>
Affected wards:	All
Details of consultation undertaken⁴:	<p>Consultation on the funding and approached undertaken with Executive Member for Communities, Executive Member for Learning, Skills and Employment, and Executive Member for Children, Families and Adult Social Care</p>
	Ward Councillors
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Chief Officer Customer Access and Welfare, March 2021</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:-</p> <p>16th March 2021</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>General Exception: Confirmation of the Extension to the COVID Winter Grants funding was received in March 2021. In order to implement the decision and</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

	ensure schools are able to support children and young people over the Easter holidays it is requested that call in is waived.	
	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 _____	
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: This decision is exempt from call in because a decision needs to be taken urgently. If this decision is delayed, then provision will not be in place by the Easter holidays due to the lead in time for confirming process and funding with schools. This will significantly impact on children and families, who will then not be able to access FSM provision over the holidays. The lead in time has been very short due to the late announcement of the scheme, the urgency due to COVID, and the sign off from DWP only been provided in March 2021.	
Approval of Decision	Authorised decision maker ⁸ The Director of Children & Families	
	Signature 	Date: 17/03/21

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.