

## 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 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
<b>Director<sup>1</sup></b>	Director of Public Health		
<b>Contact person:</b>	Helen Moran		Telephone number: 0113 37 87851
<b>Subject<sup>2</sup>:</b>	Extension and Variation of Pharmacy Supervised Consumption Service Contracts for 2 years in accordance with Contracts Procedure Rule (CPR) 21.1 (contract extensions) and CPR 21.7 (contract variation) to amend the service specification		
<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 style="text-align: center;">The Director of Public Health:</p> <p>a) approved an extension of two years under Contracts Procedure Rules (CPR) 21.1 to the existing Pharmacy Supervised Consumption Service contracts (DN339056) with effect from 1st July 2021 at a sum of £1,300,000.</p> <p>b) agreed to vary the contract terms under CPR 21.7 with effect from 1<sup>st</sup> July 2021 by adding a new section to the Service Specification to clarify the notice period pharmacies must give, and the procedures they should follow, when making changes to pharmacy provision in particular the closure or transfer of a pharmacy to new premises or another provider.</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>Existing contracts were awarded in 2018 following a review of service provision. The contract term was for a period of three years commencing on 1 July 2018 with the option to extend for up to a further three years from 1 July 2021. All</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>community pharmacies were eligible to apply.</p> <p>There are currently 65 contracts in place with a range of providers from independent pharmacists to large national chains with the service available through 156 pharmacy outlets across the city. This represents the majority of pharmacies in Leeds and facilitates service user choice and access. Service users determine which pharmacy they wish to use on factors such as proximity to home, transport routes and opening hours and usually remain with the same pharmacy for the duration of their treatment.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Exec member for Public Health was briefed on 11 <sup>th</sup> March 2021
	Ward Councillors
	<p>Others</p> <p>Consultation has taken place with the Director of Public Health, Chief Officer (Healthy Living and Health Improvement), Procurement and Commercial Services (PACS), Forward Leeds and CPWY (Community Pharmacies West Yorkshire). (Expected position at 4 March when report submitted for DDP)</p> <p>Because of Covid-19 restrictions, direct consultation with service users and pharmacies has not been feasible however their respective views are represented by Forward Leeds and CPWY.</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Helen Moran</p> <p>Implementation is July 2021</p>
<b>List of</b>	Date Added to List:-

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

<b>Forthcoming Key Decisions<sup>5</sup></b>	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<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:	
	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 checked="" type="checkbox"/> No
	<b>If 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> Victoria Eaton – Director of Public Health	
		Date 17 <sup>th</sup> March 2021

<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

<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.