

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 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 Public Health		
Contact person:	Louise Cresswell Health Improvement Principal	Telephone number: 0113 37 83825	
Subject²:	To seek authority to procure a Leeds Cancer and Long Term Conditions Community Prevention and Awareness Service in line with Contract Procedure Rules (CPRs) 3.1.6		
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 of Public Health:</p> <ol style="list-style-type: none"> 1. Approved authority to proceed with a competitive procurement process, as outlined in this report and in line with Contract Procedure Rules (CPRs) 3.1.6, to procure a suitable provider to deliver a new Leeds Cancer and Long Term Conditions Community Prevention and Awareness Service for a period of 5 years (with an option to extend for a period of up to 24 months in any combination) with a maximum budget of £67,680 per annum (£473,760 for the overall 7 year contract period). 2. Noted that a further report to approve the contract award which will be a direct consequence of this decision will be submitted for approval at the end of the procurement process and will therefore be a significant operational decision at most which will not be subject to call in. 		


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>The costs for the Leeds Cancer and Long Term Conditions Community Prevention and Awareness Service will be met by Public Health revenue funding. Cuts to the current funding level are not proposed, as without this level of funding the numbers of people supported would be reduced and this would have a negative impact on other health services further down the line.</p> <p>The Service will be subject to a competitive procurement exercise commencing June 2021. Value for money and efficiency savings through the scoping and service review and consultation work have been developed and embedded through all processes. A competitive procurement process will help the council to achieve value for money.</p> <p>In light of the council's current financial situation, it is acknowledged that efficiencies will be a key requirement under the procurement exercise and also during the life of the contract to ensure value of money is maintained throughout its lifetime.</p> <p>Discussions are ongoing with the CCG regarding a funding contribution to increase service capacity. The specification will reflect this possibility (subject to obtaining confirmation) and the delivery model will need to demonstrate that it can scale up or down as required to adapt to the changing financial landscape.</p> <p>The new service will continue to be closely contract managed to ensure robust performance monitoring takes place and value for money is being achieved for the Council.</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>
<p>Affected wards:</p>	<p>Wards that fall in the most deprived 10% in terms of Indices of Multiple Deprivation (IMD): Burmantofts and Richmond Hill; Gipton and Harehills; Killingbeck and Seacroft; Chapel Allerton; Moortown; Roundhay; Beeston and Holbeck; Middleton Park; City and Hunslet; Farnley and Wortley; Armley; Bramley and Stanningley; Kirskstall and Hyde Park and Woodhouse.</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member 11th March 2021</p> <p>Ward Councillors</p>

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

	<p>Others</p> <p>The Public Health Programme Board was consulted on 25th February 2021 and agreed the decision to procure a future service broadening its scope to include prevention and awareness of long term conditions in addition to cancer</p>	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Louise Cresswell – Health Improvement Principal</p> <p>From April 2022</p>	
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	
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>	
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
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	<p>Authorised decision maker⁸</p> <p>Victoria Eaton – Director of Public Health</p>	
		<p>Date</p> <p>17th March 2021</p>

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

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.