

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 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
Director¹	Director of Communities, Housing & Environment		
Contact person:	Amelia Gunn	Telephone number: 0113 3783587	
Subject²:	Healthy Holiday Programme for Leeds: Funding Process		
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 Chief Officer Community Hubs, Welfare and Business Support approved the approach set out in this report for allocation of the HAF funding received from the Department for Education for the summer and Christmas school holidays in 2021.</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>On 8 November 2020, the Government announced that the Holiday Activities and Food programme (HAF), will be expanded across the whole of England in 2021. The programme will cover the Easter, summer and Christmas holidays in 2021, with £220m being available to local authorities for the programme across the country. Leeds has been allocated £3,532,450.</p> <p>Leeds City Council and partners have significant experience of running Holiday Activities and Food programmes, having supported healthy holiday activities since 2018.</p> <p>A Key Decision was taken in March 2021 to accept the £3,532,450 Holiday and Activities funding from the Department for Education for 2021, and to agree to the mixed model delivery approach whereby Leeds Community Foundation commission third sector provision across the</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>district, and the the Council retaining funding to deliver through council services including schools and community hubs.</p> <p>https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=52845</p> <p>The attached report sets out further details of the commissioning, procurement and decision making processes for the DfE HAF funding for Leeds.</p> <p>The approach outlined maximises the use of council services, whilst allowing a wide range of providers to be funded to undertake healthy holiday activities in line with DfE guidance. This will give the Council and partners the best chance of engaging children and young people living in low income households.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>No other options considered</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 Community Hubs, Welfare and Business Support, implementation from March 2021</p>
List of	Date Added to List:- See below

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

Forthcoming Key Decisions⁵	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 _____	
	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
Publication of report⁶	If published late relevant Executive member's approval Signature _____ Date _____	
	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
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: The first instalment of funding from the Department for Education is due in March 2021, it would be detrimental to the Councils financial resources if the funding was not accepted.	
Approval of Decision	Authorised decision maker ⁸ Lee Hemsworth, Chief Officer, Community Hubs, Welfare and Business Support	
	Signature 	Date 24/06/2021

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.