

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 type="checkbox"/> £500,000 to £1,000,000 <input checked="" 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	Director of Resources		
Contact person:	Aidan Smith		Telephone number: 0113 378 7856
Subject²:	Aspire Community Benefit Society limited and Leeds City Council: Service Support Agreement 2021		
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 Resources has approved the renewal of the Service Support Agreement with Aspire for the initial period and up to a further four (4) years (five years in total) on a year by year rolling basis commencing on 1st August 2021 at c£1,919,655 per annum.		
	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) <ul style="list-style-type: none"> • In 2015 approval was obtained from Executive Board for the Council's in-house learning disability support provision to be spun-out through the formation of a new social enterprise called Aspire Community Benefit Society. 		

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.

- The original five-year contract was due to end on 31st July 2020, but a decision was taken regarding the invocation of the extension which was agreed through a DDN (SOD) on 25th March 2020. This extended the contract from 1st August 2020 until 31st July 2021.

- On 17th March 2021, commissioners sought and gained approval from the Director of Adults and Health to vary the contract awarded to Aspire Services (Leeds) Limited for 12 + 12 months under Regulation 72 (1b) (i) & (ii) of the Public Contract Regulations 2015, at a per annum cost of £21,038,000 commencing 1st August 2021 (DN192185 Learning Disability Community Support Services).

- A Service Support Agreement (SSA) was originally issued for five years from 1st August 2015 to 31st July 2020. The agreement contains provision for one 12-month extension period, which has been invoked, resulting in an end date of 31st July 2021. The agreement provides an income for the Council of c£1,919,655 and helps support Aspire to be able to deliver its contract with Adults and Health Directorate.

- The SSA allows the Council to provide a range of services to Aspire, these are broken down by individual service level agreements (SLAs):
 - Transport Services for the provision of Council buses and drivers used by Aspire.,
 - The use of our ICT systems/IT support and Information Knowledge (information Governance)
 - HR services (Health and Safety /HELP/Occupational Health)/Convenor(union)/Organisational Development (OD)
 - Finance (support for payments and billing), the use of Council Premises, Financial Management Services (FMS), Debt Collection services and Internal Audit services.
 - BSC support (HR, payment of salaries/pensions support etc.),
 - Financial Management,
 - Digital and Information Services (DIS)

	<ul style="list-style-type: none"> The agreement supports Aspire and enables it to be able to deliver its activities under its contract with Adults and Health Directorate. <p>Please see full report, appendices and background papers for further information.</p> <p>Clearances were sought from legal, finance, procurement, chief officers, and Directors as appropriate.</p> <hr/> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>See full report.</p>
Affected wards:	All
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Executive Member for Adults and Children Social Care and Health Partnerships was briefed on 16/7/21.</p> <hr/> <p>Ward Councillors</p> <p>-</p> <hr/> <p>Others</p> <p>Aspire and Council Directorates/Corporate Providers (BSC /Finance etc.) have been involved in the negotiations to review and finalise individual Service Level Agreements contained within the overall Support Service Agreement.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Adults and Health Commissioning Team will lead on the Implementation.</p> <p>The Head of Commissioning – Working Age Adults, and The Commissioning Programme Leader - Working Age Adults (Adults and Health Directorate) will work on this, with Aspire.</p> <p>This will be implemented from 1/8/21.</p>
List of	<p>Date Added to List:-</p> <p>18/6/21</p>

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 _____	
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 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 Neil Evans, Director of Resources	
	Signature 	Date: 19/07/21

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.