

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 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	The Director of Children & Families		
Contact person:	Helen Thomas (LCC Children's Commissioning) or Michelle Smith	Telephone number: 0113 378 6216	
Subject²:	To procure an Inclusion Support Service.		
Decision details³:	<p><i>What decision has been taken?</i> <i>(Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</i></p> <p>The Director of Children & Families approved the decision to go out to competitive tender for the delivery of an Inclusion Support Service from 1st April 2022 for two years at a value of £257,000 per annum. There will be the option to extend for two further twelve-month periods to 31st March 2026.</p> <p><i>A brief statement of the reasons for the decision</i> <i>(Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</i></p> <p>An inclusion support service is at the heart of a robust short breaks offer and a vital component in meeting the duty to provide short breaks as per the Children Act 1989. The service offers advice, support and challenge to settings to ensure activities are fully inclusive and able to offer equality of access to all children. This is a highly sustainable model, building capacity in universal settings to include disabled children, reducing the likelihood of crisis and family breakdown and thereby reducing the need for more expensive targeted and specialist provision or Social Work intervention</p> <p>The inclusion support service will work to increase the number of children and young people (CY&P) with special educational needs and/or disabilities (SEND) accessing mainstream fun activities. The service will</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.

	help deliver the local ambition of becoming an inclusive Child Friendly City – to make Leeds the best city in the UK for children and young people to grow up in.
	<p><i>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</i></p> <p>An options appraisal considered the option of directly award a contract without competition to the existing provider Scope in Leeds. This contract has not been competitively tendered since the award in May 2013. A market sounding exercise found there was sufficient interest in tendering for this contract in order that a competitive exercise was necessary and would ensure compliance with Public Contracts Regulation 2015 and deliver value for money.</p> <p>A second option considered was to deliver the service in-house. The cost assessment against this option does not appear to be value for money compared to the current value for the externally commissioned service.</p> <p>Ceasing delivery of inclusion support is not felt to be a viable option in terms of contributing to the Council's ambitions of becoming an inclusive child friendly city. It is extremely difficult to calculate how much the cost of delivering an increased amount of specialist services eg direct payments would be should families not have access to inclusive activities.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member – not applicable
	Ward Councillors – not applicable
	Others – not applicable
Implementation	Officer accountable, and proposed timescales for implementation Helen Thomas (LCC Children's Commissioning) and contract to start April 2022.
List of	Date Added to List: 2/7/21

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 checked="" 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 Sal Tariq – Director of Children & Families	
	Signature 	Date: 27/7/21

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.