

## 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 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
<b>Director<sup>1</sup></b>	Victoria Eaton - Director of Public Health		
<b>Contact person:</b>	Sharon Foster Head of Public Health - Health Protection	Telephone number: 0113 378 6035	
<b>Subject<sup>2</sup>:</b>	To continue funding two elements of the Leeds COVID-19 Local Contact Tracing Service (Leeds City Council Contact Centre and Connect and Support Community Outreach facilitated by the third sector, led by Better Together)		
<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>The Director of Public Health notes –</p> <p>Leeds City Council received £10.4 million from the Government to support the public health response to the COVID-19 pandemic. This funding supports proactive and preventative evidence-based measures informed by the Leeds Outbreak Plan. A local contact tracing service was developed and launched in December 2020 with funding until the end of November 2021 (Significant Operational Decision dated 25<sup>th</sup> January 2021 - D52672). Funding from the Council's Contain Outbreak Management Fund will be used to continue funding two elements of the Leeds COVID-19 Local Contact Tracing Service from the 1st December 2021 until the 31st March 2022 as part of the public health response to COVID-19.</p> <p>The Local Contact Tracing Service in Leeds is an important part of reducing and then limiting the spread of COVID-19. The two elements of the service (Leeds City Council Contact Centre and Connect and Support Community Outreach facilitated by the third sector, led by Better Together) are integral to reaching positive cases and reducing transmission. The contact centre will try</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.

to contact people who have not been contacted by the national track and trace service. People not contacted by the contact centre will be referred to the Connect and Support Community Outreach Service.

It is anticipated that the total cost to continue to fund the Local Contract Tracing Service for an additional 4 months from December 2021 – March 2022 will be approximately £230,000. The two elements of the Local Contract Tracing Service which need to continue to be delivered are detailed below.

**Staffing for the Local Contract Tracing Service - £180,000**

Number	Role	Duration	Approx. cost per month
20 x FTE (B3)	Customer Service Officers	1 <sup>st</sup> December 2021 to 31 <sup>st</sup> March 2022	£41,777
1 x FTE (S02)	Team Leader	1 <sup>st</sup> December 2021 to 31 <sup>st</sup> March 2022	£3,223
<b>Total Cost from 1<sup>st</sup> December 2021 to 31<sup>st</sup> March 2022</b>			<b>£180,000</b>

The approximate total cost for staffing for the Leeds Contract Tracing Service from 1<sup>st</sup> December 2021 to 31<sup>st</sup> March 2022 is £180,000. Funding will be transferred through internal recharges based on actual costs on a quarterly basis.

**Connect and Support Community Outreach - £50,000**

A further grant will be awarded to existing providers of the Better Together programme detailed below in order to enhance capacity to provide community outreach from 1<sup>st</sup> January to 31<sup>st</sup> March 2022:

- £15,807.50 grant to Health for All (Leeds) Ltd (working in partnership with Asha and Hamara)
- £9,927 grant to Barca - Leeds
- £24,265.50 grant to Feel Good Factor (Leeds) (working in partnership with Shantona, Space 2, Touchstone and Zest)


The Connect and Support Community Outreach Service will work with local people, community networks and community-based services to develop effective approaches to connect and support people with COVID-19 in the community and reduce the risk of COVID-19 transmission.

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>The NHS Test and Trace Service forms a central part of the government's National Contain Framework. The primary objectives of the Local Contact Tracing Service is to control the COVID-19 rate of reproduction and reduce the spread of infection.</p> <p>This local offer will ensure we have resilient and robust processes over winter to manage Covid positive cases and prevent further spread.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>All contacts are managed by the national team, and those uncontactable after 24 hours have their cases closed with no further action. As the Local Contact Tracing Service has managed to contact and additional 50%-60% of those the national service was unable to reach, it has a key role in preventing further spread and ensuring that those isolating are supported.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member for Public Health and Active Lifestyles - Cllr Arif – 23/09/2021</p> <p>Acting Chief Officer - Health Protection and Sexual Health</p> <p>Ward Councillors</p> <p>Others</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Sharon Foster</p> <p>Head of Public Health - Health Protection</p> <p>Implementation - December 2021</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	<p>Date Added to List:-</p> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature <span style="float: right;">Date</span></p>

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

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<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 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		
	Signature 	Date 23-09-2021	

<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.