

## Delegated Decision Notice (DDN)

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>	Director, Strengthening Families Protecting Children		
<b>Contact person:</b>	Kate Sibson	Telephone number: 0113 378925	
<b>Subject<sup>2</sup>:</b>	Award of contract for consultancy support to the Leeds Relational Practice Centre		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?            The Programme Director, Strengthening Families Protecting Children (SFPC) approved the award of a twelve month consultancy contract to PR Social Work Practice from 1<sup>st</sup> November 2021 with the option to extend for a further twelve months, up to a total potential value of £132,000.</p> <p>The decision is related to D52100 that authorised the establishment of the SFPC Dynamic Purchasing System and award of contracts via DDN from subsequent tenders.</p>		
	<p>A brief statement of the reasons for the decision            The LRPC supports other local authorities to adopt the Leeds Approach to Children's Social Work. Consultants have the opportunity to bid for contracts following acceptance onto a dynamic purchasing system. This contract was advertised through Yortender and awarded following an evaluation process.</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.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision No alternative options were considered as the process of appointing consultants for the LRPC follows the Council's CPRs.		
<b>Affected wards:</b>	N/A		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member		
	Ward Councillors		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Kate Sibson – Contract will be issued following the decision approval.		
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
<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:		

<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

<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.

<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Steve Walker, Programme Director SFPC	
	Signature 	Date: 22/10/21

---

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.