

## 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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 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>	The Director of Children & Families		
<b>Contact person:</b>	Helen Thomas (LCC Children's Commissioning)		Telephone number: 0113 378 6216
<b>Subject<sup>2</sup>:</b>	To vary the end date of the grant arrangements for targeted short breaks activities		
<b>Decision details<sup>3</sup>:</b>	<p><b><i>What decision has been taken?</i></b>  <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>In the absence of the Director of Children &amp; Families, the Deputy Director, Children &amp; Families Social Work Service has given their approval to vary the end date of the current grant arrangements in order to continue the delivery of targeted short breaks activities from 1<sup>st</sup> April 2022 for two years at a value of up to £317,500 per annum. There will be no options to extend once the agreements end on 31<sup>st</sup> March 2024.</p> <p>The Deputy Director of Children &amp; Families Social Work Service has given their approval of payment in advance to the grant recipients. Payment in advance is crucial to small, third sector organisations so that they can effectively manage budgets and cash flow to deliver the service. This has been the payment method used over the last seven or so years for services commissioned via the competitive grants process. Payments will be made on a half yearly basis in April and October. Providers will be subject to a financial checking process using the CreditSafe facility.</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.

	<p><b><i>A brief statement of the reasons for the decision</i></b>  <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>Short Breaks are activities for children and young people with SEND that enable them to have fun, spend time with friends and build their confidence and skills in a safe environment. As well as promoting best outcomes for the child, the Children Act 1989 Schedule 2 requires Local Authorities to provide services designed to assist family carers of disabled children 'to continue to [provide care], or to do so more effectively, by giving them breaks from caring'. Providing a range of targeted fun activities, reduces the likelihood of crisis and family breakdown and thereby reducing the need for more expensive specialist provision or Social Work intervention.</p> <p>There are currently 9 providers delivering 19 different activities across the city as detailed in Appendix 1. The providers were awarded grant agreements on 1st April 2020 following a competitive award process with an original end date of 31<sup>st</sup> March 2022. The purpose of these grants is to maintain high quality and varied targeted short breaks for CYP.</p>
	<p><b><i>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</i></b></p> <p>It is believed extending the current agreements is preferable to undertaking a competitive grants process at a time when it is unlikely there are new providers who would want to deliver these types of activities following the Covid pandemic.</p> <p>Ceasing delivery of targeted short breaks activities 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 targeted activities.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member – briefing email sent to Councillor Venner on 21/09/21</p> <p>Ward Councillors – not applicable</p>

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

	Others – not applicable	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Helen Thomas (LCC Children’s Commissioning) and grant arrangements to be extended from 1 <sup>st</sup> April 2022.	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List: 25/10/21	
	<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 checked="" 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> Julie Longworth – Deputy Director of Children & Families Social Work Service	
	Signature 	Date: 30/11/21

<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.

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