

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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|--------------------------------------|--|--|--|
| Decision type | <input type="checkbox"/> Key Decision | <input checked="" 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 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 |
| Director¹ | Children and Families | | |
| Contact person: | Joel Hanna Head of Service – Children Looked After Services | | 0113 3783643 |
| Subject²: | Refurbishment of Acorn Lodge complex needs children's home. | | |
| Decision details³: | The Chief Officer, Resources & Strategy provided Authority to Spend £220,000 from capital budget 32453/ALG/000, for the refurbishment of Acorn Lodge complex needs children's home. | | |
| | Works to be carried out by the Councils Internal Service Provider, Leeds Building Services (LBS) in accordance with Contract Procedure Rule 3.1.4 | | |
| | <p>A number of Children's Homes under the Council's management are in need of refurbishment and the Council has made provision of £1.5m in the capital scheme for this purpose. Childrens and Families have identified Acorn Lodge complex needs childrens home as the third project to be progressed under this programme of work.</p> <p>Work specifications have been developed by CPM and provided to LBS to provide a detailed cost estimate and carry out the works.</p> | | |
| | Acorn Lodge complex needs childrens home is a well establishment domestic dwelling that requires home improvements aligned to all privately owned domestic dwellings. As thus no alternative options were required. | | |

¹ Give title of Director with delegated responsibility for function to which decision relates.

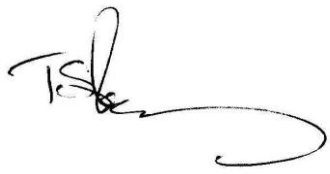
² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

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| Affected wards: | Armley |
| Details of consultation undertaken⁴: | <p>The redesign programme has been the subject of extensive consultation with Children’s Services Officers, the staff and young people in the home, Leeds Building Services, LCC Building Control, West Yorkshire Fire & Rescue Service and Finance Officers.</p> <p>Whilst no planning approval is required for the internal redesign of the homes, meetings have been held with the aforementioned officers to ensure the proposed changes, designed to ensure a ‘homely feel’, are being made in line with current regulations and national standards.</p> <p>A project team made up of colleagues from within Childrens Residential Services, CPM and LBS have regularly met to ensure regular design conversations are maintained.</p> <p>Senior Officers within Children and Families are briefed regularly.</p> <p>Ward member briefings will be undertaken in due course along with community consultation events alongside communication exercises as deemed required.</p> |
| Implementation | <p>Officer accountable, and proposed timescales for implementation</p> <p>Juan McCreedy – Project Co-ordinator (Residential Services)</p> <p>Simona Paskauskaite – Corporate Property Management Officer</p> <p>Scheduled works will take approximately 12 weeks to complete and are due to commence January 2022 .</p> |
| List of Forthcoming Key Decisions⁵ | Date Added to List:- |
| | 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 |

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

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

| | | | |
|--|--|------------------------------|--|
| | 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 checked="" 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 | | |
| | Tim Pouncey – Chief Officer, Resources & Strategy | | |
| | Signature | Date: 9/12/21 | |
| |  | | |

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.