

## 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 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 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
<b>Director<sup>1</sup></b>	Director of Adults and Health		
<b>Contact person:</b>	Danielle Mitchell	Telephone number: 0113 37 84658	
<b>Subject<sup>2</sup>:</b>	Request to seek authority to procure a specialist care and support provider for the Kirklands Autism Service		
<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 Deputy Director of Adults and Health approved the request to commence the process to procure a specialist care and support provider for the Kirklands Autism Service in Leeds. The contract will be awarded for an initial period of 6 years (with an option to extend for a maximum period of 48 months in any combination). The value of the initial contract period is set at an anticipated total maximum cost of £9 million (£1.5 million per annum). Should any extension period be utilised then will be subject to a separate decision at the appropriate time. The anticipated total maximum cost of the service, should all of the available extension provisions be utilised, will be £15 million (£1.5 million per annum). The formal decision to let the contract to a preferred provider will be taken at a later date following a decision by Executive Board to approve capital expenditure on the programme. Please see para. 22.</p> <p>To note that officers on behalf of Adults and Health Integrated Commissioning and Procurement and Commercial Services (PACS) will complete all the necessary actions to ensure that this contract is in place by November 2022, including a suitable lead-in time.</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>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> <p>See report</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>See report</p>
<b>Affected wards:</b>	Guiseley and Rawdon
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member for Health, Well-being and Adults was consulted on 19 <sup>th</sup> April 2022
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Officers on behalf of Adults and Health Integrated Commissioning will ensure implementation is complete by November 2022</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 11 <sup>th</sup> March 2022
	<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

<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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

	Signature	Date	
<b>Publication of report<sup>8</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>9</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup>		
	Shona McFarlane - Director of Adults and Health		
		Date 27 <sup>th</sup> April 2022	

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</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>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.