

## 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>	Children & Families		
<b>Contact person:</b>	Helen Stevens		Telephone number: 0113 2478684
<b>Subject<sup>2</sup>:</b>	Decision to vary contract with Touchstone to enable Specialist Coordinator Roles in the Early Help Hubs		
<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, Children &amp; Families Social Work approved an increase in value of a recent variation agreement:</p> <p>In March 2022 a decision (D55039) was taken to approve a variation to contract the contract held with Touchstone – Leeds (DN325642) for the Community Based Mental Health Service (known as Live Well Leeds) in accordance with Contract Procedure Rule 21.7 and with The Public Contracts Regulations 2015 under the Regulation 72 (1)(b) Modification of contracts during their terms. The variation was to ‘include additional Children &amp; Families Earned Autonomy investment of up to £120k p.a. to commence on 1st April 2022 for 12 months years for the purposes of 3 x specialist coordinators for mental health.’</p> <p>We are now seeking an additional approval of £6k: taking the total variation to £126k.</p> <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>Following the original approval of the variation (in March 2022 – as mentioned above) the provider alerted us to a shortfall in the level of funding for this provision. The staff who fulfil these posts have received salary increments inline with the providers pay structure. Up to now the provider has funded this shortfall through their own funds but have reached the stage now where they cannot</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>continue to fund the shortfall.</p> <p>Contractual arrangements have been in place for this provision since July 2019. This was obtained via decision D48705 and a subsequent extension to this was sought in March 2021 via decision D52901. The value of the provision has stayed at £120k since 2019..</p> <p>Permission has therefore been sought to increase the value of this provision to £126k. This represents a 5% increase since the original provision was commissioned in 2019.</p> <p>Consultation has taken place with:</p> <ul style="list-style-type: none"> <li>a) Head of Early Help, Service Delivery Manager – Families First, Early Help Hub Managers</li> <li>b) Service Delivery Manager – Families First</li> <li>c) Adults &amp; Health commissioners</li> <li>d) Representatives Live Well Leeds</li> </ul>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Consideration was made whether to refuse the request for an increase funding value. As the commission is for 3 FTE workers there is little scope within the overall budget for the provider to achieve any savings to fund the increased salary increments.</p>
<b>Affected wards:</b>	Citywide
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Others</p>
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	<p>Date Added to List:- N/A</p> <hr/> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</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>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 checked="" 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, Children & Families Social Work	
	Signature 	Date 10/05/22

<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.