

Delegated Decision Notice (DDN)

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

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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
Director¹	Director of Children and Families		
Contact person:	Ruth Terry	Telephone number: 0113 37 83629	
Subject²:	Investing in Children and Families Transition Plan –Children’s Social Work Services		
Decision details³:	<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 Director of Children and Families has :</p> <ol style="list-style-type: none"> a) Noted the contents of the attached report and approved the approach to investment in children’s social work services set out. b) Approved the establishment of new posts as described in the report and appendices - namely: <ul style="list-style-type: none"> • Occupational Therapy <ul style="list-style-type: none"> ○ Occupational Therapist SO1 x 1 ○ Community Occupational Therapist PO1 x 2 • Kinship Services <ul style="list-style-type: none"> ○ Social Worker PO1/3 x 3 • Placements Team <ul style="list-style-type: none"> ○ Placements Team Manager PO6 x 1 ○ Placement Officer SO1 x 3 • Leaving Care Service <ul style="list-style-type: none"> ○ Personal Advisor C3 x 4 • Safe project <ul style="list-style-type: none"> ○ Family Support Workers C3 x 2 c) Approved the development of ‘invest to save’ business cases in respect of: <ul style="list-style-type: none"> • The Kinship Care Service, to support the promotion of family group conferencing, to enhance placement stability and reduce statutory intervention; and • the Leaving Care Service, to support the growth of the service to meet forecast increases in demand 		

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.

	<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>As set out in the report attached</p>	
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>As set out in the report attached</p>	
Affected wards:	Citywide impact	
Details of consultation undertaken⁴:	Executive Member for Adults and Children's Social Care and Health Partnerships	
	Ward Councillors - NA	
	Chief Digital and Information Officer ⁵ - NA	
	Chief Asset Management and Regeneration Officer ⁶ - NA	
	Others – as set out in the report attached	
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Deputy Director Children and Families Social Work will be accountable.</p> <p>Recruitment to new roles will begin as soon as possible.</p>	
List of Forthcoming Key Decisions⁷	Date Added to List:-15 th March 2022	
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>NA</p>	
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible: NA	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
Call-in	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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


⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

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

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

⁹ 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.

	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: NA	
Approval of Decision	Authorised decision maker ¹⁰ Director of Children and Families Sal Tariq – Director of Children & Families	
	Signature 	Date: 30/6/22

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.