

## 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>	Director of Children and Families		
<b>Contact person:</b>	Val Waite	Telephone number: 0113 37 88353	
<b>Subject<sup>2</sup>:</b>	Investing in Children and Families Transition Plan –learning inclusion 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 Director of Children and Families has :</p> <p style="margin-left: 40px;">a) Noted the contents of the attached report and approved the approach to investment in learning inclusion services set out.</p> <p style="margin-left: 40px;">b) Approved the establishment of new posts as described in the report and appendices - namely:</p> <ul style="list-style-type: none"> <li>SO1 Casework Support Officer x 2 FTE</li> <li>SO1 Data monitoring/systems officer x 1 FTE</li> <li>MPS6 Teacher – Elective Home Education x 1 FTE</li> <li>PO6 Attendance Lead x 1 FTE</li> <li>PO2 Exclusions Officer x1 FTE</li> <li>PO6 Positive Destinations Manager x1 FTE</li> <li>PO1 SEN Casework Officer x 5 FTE</li> </ul>		

<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>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>
<b>Affected wards:</b>	Citywide impact
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member for Learning, Skills and Employment
	Ward Councillors - NA
	Chief Digital and Information Officer <sup>5</sup> - NA
	Chief Asset Management and Regeneration Officer <sup>6</sup> - NA
	Others – as set out in the report attached
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The Deputy Director Learning will be accountable.</p> <p>Recruitment to new roles will begin as soon as possible.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 28 <sup>th</sup> January 2022
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision NA
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</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 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

<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: NA		
	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: NA		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Sal Tariq - Director of Children and Families		
	Signature 	Date 30/6/22	

<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.