

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 & Families		
Contact person:	Helen Stevens	Telephone number: 0113 2478684	
Subject²:	Procurement of services to support the reduction in serious youth violence through improved attendance and engagement at school		
Decision details³:	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.) The Director of Children & Families gave permission to undertake a competitive tender process for services to support the reduction in serious youth violence through improved attendance and engagement at school. The contract will commence as soon as practicable (October/November 2022) and will expire on 31st March 2025. The maximum contract value will be £620k.		
	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) Please see accompanying delegated decision report.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Please see accompanying delegated decision report.		

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.

Affected wards:	The focus for the funding will primarily be in 11 schools in the East Area Inclusion Partnership, 1 school in the North-East AIP and 1 school in the North-West AIP. This encompasses a total of 13 schools falling within the following wards: Gipton & Harehills, Burmantofts & Richmond Hill, Killingbeck & Seacroft, Temple Newsam, Crossgates & Whinmoor, Garforth, Kippax and Swillington, Chapel Allerton, Headingley and Hyde Park ward.
Details of consultation undertaken⁴:	Executive Member for Economy, Culture and Education
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others PACS – Procurement
Implementation	Officer accountable, and proposed timescales for implementation <ul style="list-style-type: none"> • Deputy Director for Learning • The aim is to publish the tender in early August and for the contract to be awarded in September. Following a mobilisation period; we anticipate the contract will commence in October/November 2022 but this will be finalised prior to contract award.
List of Forthcoming Key Decisions⁷	Date Added to List:- 4 th July 2022
	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 Signature _____ Date _____
Publication of report⁸	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


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

	Signature	Date	
Call-in	Is the decision available ⁹ 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:		
Approval of Decision	Authorised decision maker ¹⁰ Sal Tariq – Director of Children & Families		
	Signature 	Date: 25/7/22	

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.

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