

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 type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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 checked="" 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 Adults and Health		
Contact person:	Aidan Smith Head of Commissioning, Working Age Adults	Telephone number: 0113 3787856	
Subject²:	Amendment to D55107 report; Report seeking approval to utilise the second 12-month extension on the existing contract with Aspire Community Benefit Society Ltd (Aspire) - Report.pdf (leeds.gov.uk)		
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>Amended D55107 on 27/7/22 - to:-</p> <p style="margin-left: 40px;">a) The Director of Adults and Health has approved to extend the existing contract with Aspire up to 12-months in accordance with Contracts Procedure Rules (CPRs) 21, at a maximum cost of £21,038,000 per annum. The extension period is dependent on the implementation of the individualisation process. The contract will be automatic terminated once the new approach has been implemented.</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>An amendment to the aforementioned report Report.pdf (leeds.gov.uk) recommendation was required by the Director of Adults & Health due to the ability of the Adults & Health Commissioning Team being able to implement individualisation work with Aspire in a quicker timescale than is recommended through the report's previous full 12 month extension, therefore the Directorate is requiring the flexibility to implement the individualisation work, and new Contractual</p>		

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.

	arrangements with Aspire sooner than requested in that Decision report.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others Procurement
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A
	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 type="checkbox"/> Yes	<input checked="" 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 Cath Roff. Director of Adults and Health		
	Signature	Date	
		27/7/22	

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.