

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 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
Director¹	Director of City Development		
Contact person:	Martin Lee	Telephone number: 0113 3783680	
Subject²:	Active Leeds Health Programmes – (LEAP (Leeds Encouraging Activity in People) and Enhanced Rehabilitation Projects)		
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 Chief Officer, Operations and Active Leeds approved:</p> <p>1) Receipt of funding (approx. £160,000) from the Integrated Care Board for the delivery of two separate programmes, Leeds Encouraging Activity in People (LEAP) and Enhanced Rehabilitation.</p> <p>2) The creation of the following posts to deliver the programmes:</p> <p style="padding-left: 40px;">LEAP - 1 x LEAP Activator, Full Time (37 Hrs), graded C1, temporary post until October 2023</p> <p style="padding-left: 40px;">Enhanced Rehabilitation – 1 x Health Programme Coordinator, (18.5 Hrs), graded C3, temporary until October 2023 & 1 x Health and Well Being Coach (27 Hrs), graded C1, temporary until October 2023</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.


	<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>Active Leeds has secured external funding to deliver enhanced Health Programmes. This decision relates to funding from the Integrated Care Board for the delivery of two programmes (LEAP and Enhanced Rehabilitation) for a one-year period.</p> <p>The decision agrees the receipt of the funding and the creation of posts to deliver the activity.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative option was considered of using existing resource to deliver the activity but existing capacity constraints mean this is not viable.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Members – N/A
	Ward Councillors – N/A
	Chief Digital and Information Officer ⁵ - N/A
	Chief Asset Management and Regeneration Officer ⁶ - N/A
	Others – Trades Union have been consulted.
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Martin Lee - Immediate implementation.</p>
List of Forthcoming Key Decisions⁷	Date Added to List:-
	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

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

	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		
	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		
	Phil Evans, Chief Officer, Operations & Active Leeds		
	Signature	Date 20 th October 2022	
			

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.

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