

Delegated Decision Notice

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

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| 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 | The Director of Adults and Health | | |
| Contact person: | David Peel | Telephone number: 0113 378 3836 | |
| Subject²: | Authority to incorporate 12 bungalows into the procurement of an extra care support service for the Housing Leeds Middleton site scheduled to open Autumn 2023 | | |
| 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 Deputy Director of Social Work and Social Care Service has approved the addition of the 12 bungalows at the Middleton site to the wider procurement of extra care support services for the scheme based on the reasons presented in this report. Once approved commissioning officers will commence procurement at the earliest opportunity with the view to awarding contract from the 1st July 2023. This contract will run until 30th June 2026 with the option to extend for a further period of up to 24 months in any combination. Expenditure of £20 per annum will be incurred by the Council as part of the contract arrangement to provide direct financial consideration between Adult Social Care and the eventual service provider. The inclusion of the bungalows is estimated to add a further £87,746.39 to the potential annual income for any selected provider. This will be achieved through charges for planned care and support for which Adult Social Care (ASC) may be liable for up to 100% of the cost. This expenditure would take the form of Council contributions towards individual care costs following a financial assessment and falls under the Council's statutory duties as defined in the Care Act 2014.</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.

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| | <p>The Deputy Director of Social Work and Social Care Service has noted that officers on behalf of Adults and Health Integrated Commissioning and Procurement and Commercial Services will complete all the actions necessary to ensure the arrangements for the bungalows and wider extra care site are completed and a contract is in place for the 1st of July 2023, including suitable lead-in time.</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>See full report for details.</p> |
| | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>See full report for details.</p> |
| Affected wards: | All |
| Details of consultation undertaken⁴: | <p>Executive Member for Adult Social Care and Children's Social Care and Health Partnerships has been briefed on 25/11/22.</p> |
| | Ward Councillors |
| | Chief Digital and Information Officer ⁵ |
| | Chief Asset Management and Regeneration Officer ⁶ |
| | <p>Others</p> <p>Finance, Legal, Procurement, HR, and Chief Officer</p> |
| Implementation | <p>Officer accountable, and proposed timescales for implementation</p> <p>Officers on behalf of Adults and Health Integrated Commissioning and Procurement and Commercial Services will complete all the actions necessary to ensure the arrangements for the bungalows and wider extra care site are completed.</p> |

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.

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| 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 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 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 Shona McFarlane, Deputy Director of Social Work and Social Care Service, The Directorate of Adults and Health | |
| | Signature <i>Shona McFarlane</i> | Date 7/12/22 |

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.

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