

## 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 type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Juliet Duke, Service Manager	Telephone number: 0113 5350680	
<b>Subject<sup>2</sup>:</b>	Changes to the Extra Care Staffing Structure		
<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 Chief Officer, Housing, approved the introduction of the following new posts to the Staffing Structure to support both the existing and new Extra Care schemes (2023/24 costs):</p> <p>Wharfedale View:</p> <ul style="list-style-type: none"> <li>• 0.5 x B3 Support Officer - £15,570</li> </ul> <p>Gascoigne House (60 units plus 12 bungalows):</p> <ul style="list-style-type: none"> <li>• 1 x SO2 Team Leader - £45,510</li> <li>• 2 x C3 Housing Officers - £76,786</li> <li>• 1 x B3 Support Officer - £31,140</li> </ul> <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>A new Extra Care scheme comprising of 60 apartments and 12 bungalows will open in summer 2023. The new posts allow the Extra Care team to develop and deliver services that promote independence and support the health and well-being of older people that live in the properties. The new structure ensured that those who need Extra Care or accessible bungalows are supported to apply through the Allocations process.</p> <p>The Finance Manager had confirmed that budget provision for the staffing had been included within the 2023/24 budget proposals. However, depending on the</p>		

<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>actual opening date of Gascoigne House and the allocation of properties there may be a shortfall of approximately £32,000. The £32,000 is a one-off pressure for the 2023/24 financial year and will not reoccur in future years when all properties are allocated.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Learning from Wharfedale View has been factored in to the proposals. As this was the Council's first extra care scheme the levels of resources needed were determined based on comparisons with other extra care providers and it was anticipated that adjustments may be necessary once we became more experienced in managing the scheme.</p>
<b>Affected wards:</b>	Middleton Park and Otley and Yeadon
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others: Trade Unions, Finance Manager and HR Business Partner have all been consulted.
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Juliet Duke, Service Manager – April 2023</p> <p>The posts will be filled via internal recruitment; the Talent Pool will be checked prior to the post being advertised.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval
	Signature <span style="float: right;">Date</span>
<b>Publication of</b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:

<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>report<sup>8</sup></b>	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public: Significant Operational Decision	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Gerard Tinsdale, Chief Officer Housing	
	Signature 	Date 11/1/23

<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.