

Delegated Decision Notice

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 Children and Families		
Contact person:	Emma Belaid	Telephone number: 0113 378 9822	
Subject²:	Request to extend contract for a 12-month period with Aireborough Supported Activities Scheme (ASAS) for the provision of a residential short breaks service for children and young people with SEND. The contract commenced on 01/04/2020 and expires on 31/03/2023 with 2 x 12-month extension options available.		
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, Children's Social Work approved the decision to extend the contract with the current provider of the residential short breaks service, ASAS. The extension period is from 01/04/2023 to 31/03/2024. There will be one further 12-month extension period remaining from 01/04/2024 to 31/03/2025. The annual value of the contract is £59,975. Should all extensions be utilised the overall contract value will be £299,875.</p> <hr/> <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>Delivery of short breaks services is a statutory requirement and Leeds City Council would be in danger of not being able to meet this statutory requirement if this group of children and young people could not access a short breaks service. Families</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.


	would be at an increased risk of breakdown.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Prior to this contract commencing, a competitive tendering exercise took place in which ASAS were the only bidder. It is unlikely there are other new providers who are able to deliver this residential short breaks service to children and young people with this level of need, especially given the impact of the pandemic and the relatively low value of the contract. In relation to value for money, this contract represents best value compared to the alternatives available.</p>
Affected wards:	
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation
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

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

	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 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	
	Ruth Terry – Chief Officer Children's Social Work	
	Signature 	Date 16/1/23

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.