

## 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 Children & Families		
<b>Contact person:</b>	Helen Stevens	Telephone number: 0113 2478684	
<b>Subject<sup>2</sup>:</b>	Permission to vary & extend contract reference DN371131 Children and Families Bereavement Service with Child Bereavement UK		
<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, Resources and Strategy approved the variation of contract reference DN317731 Children and Families Bereavement Service with Child Bereavement UK to vary the extension period from 12 to 24 months and agreed to take up the full new extension period. The new extension period is for 24 months from 1<sup>st</sup> March 2023 to 28<sup>th</sup> February 2025 at a value of £266,894 (£133,447 p.a)</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>The Children and Family Bereavement Service has proved a valuable addition to the bereavement support network in Leeds and a valuable addition to the wider Early Help and Therapeutic support systems in the city for children &amp; young people.</p> <p>Through robust contract monitoring the service continues to evidence positive outcomes for the children and young people they work with and to deliver a very high quality service that is well regarded by children/young people, families &amp;</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.

professional stakeholders.

The contract was due to end in on 28<sup>th</sup> February 2023 and had one option to extend.

The rational to seek permission for a longer extension period is to provide the contract with some stability to allow for other pieces of work relating to this area of provision to be completed. Currently ongoing is a health led review regarding social emotional and mental health (SEMH) provision for CYP and an LCC led Early Help review. The child bereavement service falls into both of these arenas as they deliver a therapeutic support service to bereaved children & young people.

Allowing for this extended contract will enable us to undertake a full & detailed commissioning review when the landscape in which we are commissioning is much clearer and we are more able to see & understand the gaps in provision. It is considered that this will deliver best value to the council by taking this approach as commissioning decisions relating to this area of work will be much better informed and will avoid any duplication of work and enable us to specify clearer pathways and partnerships.

An additional benefit of enabling a longer extension allows the provider stability and certainty of contract which aims to ensure the staff delivering this much needed contract remain in post and do not look for alternative work where they have a greater level of certainty. The service currently has a waiting list so cannot afford to lose any capacity due to staff vacancies.

It is considered that this contract constitutes essential spend as:

- a) Health & safety: this contract directly supports the mental health & safety of bereaved children & young people.
- b) Prevent further costs: having this contract in place and addressing/supporting bereaved children & young early in the life of the problem prevents further costs in the future as detailed in section 11a of the delegated decision report.

PACS have been consulted to confirm this approach is permissible in line with contract procedure rules.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision

The option to re-tender the service without extensions was considered and rejected due to the reasons mentioned above.

	The option to allow the contract to expire was rejected as there is increasing demand for this area of work: as evidenced by the waiting list and contract management discussions.	
<b>Affected wards:</b>	N/A – citywide provision	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Chief Digital and Information Officer <sup>5</sup>	
	Chief Asset Management and Regeneration Officer <sup>6</sup>	
	Others: PACS	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Chris Dickinson – Head of Commissioning	
<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 _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 _____	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

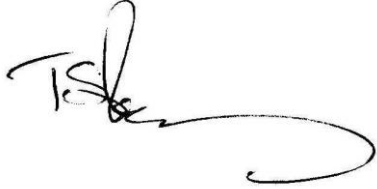
<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<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

<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.

	<p><b>If exempt from call-in</b>, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p><b>Approval of Decision</b></p>	<p>Authorised decision maker<sup>10</sup>  Tim Pouncey - Chief Officer, Resources and Strategy</p>	
	<p>Signature</p> 	<p>Date: 26/1/23</p>

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