

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	Resources		
Contact person:	Craig Simpson	Telephone number: 0113 3785416	
Subject²:	LBS Implementation Team		
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 Civic Enterprise Leeds approved:</p> <p style="margin-left: 40px;">(a) the injection of temporary staff resources up to a maximum of £266,776 (Including a 10% contingency) made up of 2 PO6s and a PO4 for up to 1 year to assist with residual issues around Connect implementation, HR issues and Commercial issues supported by 4 B3s for 6 months and</p> <p style="margin-left: 40px;">(b) that the expenditure is funded from the capital receipts flexibilities provided for transformational work.</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>There are a number of factors and major change programmes which have led to the need for support capacity to be injected into the service. Most of these programmes are interlinked and have a crossover in impacting LBS, therefore injection of additional temporary resources to support IT, HR and commercial areas of the business are needed for a period of up to a year to assist the business in completing the change programmes and enabling recovery to normal operational levels.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Additional overtime was considered but this was not considered an efficient solution given the scale and breadth of change that the service has had to deal with.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member Resources November 2022
	<p>Ward Councillors</p> <p>N/A</p>
	<p>Chief Digital and Information Officer⁵</p> <p>Consultation with IDS staff and Chief IDS Officer and CO HR November 2022.</p>
	<p>Chief Asset Management and Regeneration Officer⁶</p> <p>N/A</p>
	<p>Others</p> <p>N/A</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Craig Simpson. In collaboration with HR for the temporary resources to be in place by February 2023.</p>
List of Forthcoming Key Decisions⁷	<p>Date Added to List: N/A</p>
	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 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 Sarah Martin		
	Signature 	Date 31.01.23	

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.