

Delegated Decision Notice (DDN)

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 checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" 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:	Jacqueline Robertson	Telephone number: 07891 279138	
Subject²:	Design Cost Report and Grant Funding Agreement for Expansion of St Edwards Catholic Primary School		
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 Director of Children and Families agreed to:</p> <ul style="list-style-type: none"> • Approve expenditure of £1,100,000 from capital scheme 33178/STE/000 relating to costs associated with the expansion works at St Edwards Catholic Primary School • Approve entering into a grant funding agreement with the Diocese of Leeds to deliver the expansion works, including design and contract management fees, to the maximum sum of £730,734.76 as part of the overall expenditure. Note that the maximum sum includes a client contingency of £41,362.34 for dealing with unknown project risk and where not required will be retained by the Council. • Note the programme dates identified in section 32 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible. • Note that the officers responsible for implementation are the Head of Service, Learning Systems, Children and Families Directorate and the Head of Projects and Programmes, Asset Management & Regeneration and authorise them as a signatory of all other contract related documentation that is required to deliver the project 		

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>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 purpose of decision is to re-confirm the estimated capital scheme cost of £1.1m associated with the expansion works, as previously reported to the Executive Board in November 2021, following the completion of a design and tendering process undertaken by the Diocese of Leeds. The report also requests approval to enter into a grant funding agreement with the Diocese. Scheme costs will be incurred from capital scheme number 33178/STE/000. As a result of the key decision by Executive Board, this decision represents a Significant Operational Decision.</p> <p>Although the construction works for the expansion will be self-delivered by the Diocese of Leeds, this project still falls under the City Council’s Learning Places Programme which is required to fulfil the Local Authority’s statutory responsibility to provide sufficient school places. A grant funding agreement with the Diocese is required to facilitate this. Additional expenditure for internal fees, highways, loose IT and furniture, highways transport assessment, travel plan and offsite works is included in the total cost.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There are no other schools capable of expanding within the area of need. Approval to expand the number of places offered at Reception at St Edwards was granted by Executive Board in September 2021 following the outcome of consultation on the statutory notice to expand.</p>
<p>Affected wards:</p>	<p>Wetherby</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member for Learning Skills and Employment has been briefed prior to the decision by Executive Board to approve ATS for the delivery of the main expansion scheme</p>

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

	Ward Councillors will be kept up to date on the expansion scheme as it develops and commences		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation Head of Service Learning Systems and the Head of Projects and Programmes, Asset Management and Regeneration Site set up scheduled for w/c 27 th March 2023 and completion date programmed for end of August 2023 prior to September term start.		
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 checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		

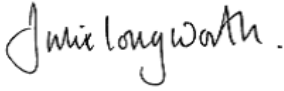
⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

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.

Approval of Decision	Authorised decision maker ¹⁰ Julie Longworth - Director of Children and Families	
	Signature 	Date 13/3/23

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