

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 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	Interim Director of Adults and Health		
Contact person:	Karla Gallon	Telephone number: 07595218249	
Subject²:	Approval to create three new permanent C1 grade Admission and Discharge Coordinator roles within the Care Delivery Service, Recovery Hubs		
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 Interim Director of Adults and Health has -</p> <p>Given approval to create three new permanent C1 grade Admission and Discharge Coordinator roles within the Care Delivery Service, Recovery Hubs at a cost of £109,515. The funding has been identified via the Council's allocation of the Hospital Discharge Fund.</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 Recovery Hubs aim to facilitate timely discharge from hospital and maximise independent living. The aim is to promote faster recovery from illness, preventing unnecessary acute hospital admission and premature admission to long-term residential care.</p> <p>Approval has been sought for the creation of three C1 grade Admission &</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>Discharge Coordinator posts will be created to work at each Recovery Hub to better facilitate the admission and discharge process. The primary focus of the role is to support continuous patient flow from hospital, reducing length of stay and strengthening the home first ethos.</p> <p>The funding for these posts is available within Council's allocated Hospital Discharge funding source which is confirmed for years 23/24 and 24/25. This timeframe also supports the contract review period for the Recovery Hubs. These posts have been formally evaluated File Ref 221066 JE Ref 2313, confirming the grade at C1.</p> <p>There are no procurement, legal or significant HR implications. However there is the following regulatory consideration: The current extended length of stay with the Recovery Hubs could be seen negatively by the service regulators, The Care Quality Commission' in relation to the 'Effective' key line of enquiry. The service is confident all actions possible are being taken within the current resource parameters, but also feel confident these posts will impact positively on key performance indicators, better supporting compliance.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>For recovery and rehab services to be effective, support interventions must be promptly delivered, and timely discharge achieved when the person no longer meets the criteria to reside. If people remain in the Recovery Hubs after this point, the flow of new patients from hospital who require this service is interrupted, delaying the start of the next persons recovery and rehab. Should this proposal not receive approval, the Recovery Hubs will likely continue to experience an increased length of stay due to delayed discharges.</p>
<p>Affected wards:</p>	<p>Beeston and Holbeck, Killingbeck and Seacroft, and Otley and Yeadon</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member for adult social care, children's social care and health partnerships was briefed on 06/03/2023.</p> <p>Ward Councillors</p> <p>Beeston and Holbeck – Cllrs Almass, Moloney & Scopes</p> <p>Killingbeck and Seacroft – Cllrs Tudor, Dye & Jenkins</p> <p>Otley and Yeadon – Cllrs Lay, Campbell & Downes</p>

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

	Chief Digital and Information Officer ⁵ N/A	
	Chief Asset Management and Regeneration Officer ⁶ N/A	
	Others Trade unions consulted on 6 th February 2023. Concerns regarding clarity on funding were raised which were responded to and resolved.	
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	
	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 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 Caroline Baria, The Interim Director of Adults and Health	
	Signature 	Date 17/3/23

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.

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