

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 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	Communities, Housing and Environment		
Contact person:	Simon Pickering	Telephone number: 0113 378 7854	
Subject²:	Extension of contract with Change, Grow, Live (CGL) for the IOM Support Service for a two-year period in accordance with Contracts Procedure Rule (CPR) 21.1 (contract extensions)		
Decision details³:	<p>What decision has been taken?</p> <p>The Director of Communities, Housing and Environment approved the extension of 24 months under Contracts Procedure Rules (CPR) 21.1 to the existing contract with CGL for the IOM Support Service, with effect from 1st April 2023. The value of the extension is £1,439,460.</p> <hr/> <p>A brief statement of the reasons for the decision</p> <p>Leeds City Council commission the IOM (Integrated Offender Management) Service from CGL to provide support to people leaving prison and with an offending background, to live independently and reduce reoffending. The existing contract awarded in 2020 expires on 31st March 2023, a 24-month extension period is available. The report proposes applying the extension so that the service will continue for a further two years. During the extension period the contract will be reviewed, and a decision made about remodelling and re-procurement.</p> <p>This is a significant operational decision as a direct consequence of a key decision and significant operational decisions taken in 2019.</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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision No alternative options allowing continuation of the contract.	
Affected wards:		
Details of consultation undertaken⁴:	Executive Member Environment and Housing	
	Ward Councillors	
	Chief Digital and Information Officer ⁵	
	Chief Asset Management and Regeneration Officer ⁶	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Simon Pickering. Contract to be extended by 1 st April 2023	
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

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

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.

	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 The Director of Communities, Housing and Environment – James Rogers	
	Signature 	Date 20/3/23

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