

## Portage Delegated Decision Notice

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 Children and Families		
<b>Contact person:</b>	Val Waite	Telephone number: 0113 3788353	
<b>Subject<sup>2</sup>:</b>	Leeds Portage Service Future – TUPE to LCC		
<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 Director of Children and Families gave approval for the points listed below:</p> <ol style="list-style-type: none"> <li>a) The decision to continue to deliver a Portage Service.</li> <li>b) Confirmed it remains the preferred option to bring the Portage Service in-house.</li> <li>c) Authorised the TUPE of appropriate Portage Service staff from Barnardo's, the current commissioned portage provider, to Leeds City Council Learning Inclusion Services for completion by the end of the contract period on the 1 May 2023.</li> <li>d) The end of the Portage Service Contract with Barnardos on 30<sup>th</sup> April 2023 and TUPE the Portage Service into Leeds City Council on 1<sup>st</sup> May 2023.</li> </ol> <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>An options appraisal was carried out by the service and the decision made was to TUPE the Portage Service from Barnardos to Leeds City Council to align the portage offer with the Early Years SEND Team with the Learning Inclusion.</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.

	<p>The Portage Service contract is currently funded through DSG High Needs Block (HNB) funding. The staff transferring to LCC will also be funded through HNB.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Business Case (July 2022); Options Appraisal (approved 29/06/21)</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member none
	Ward Councillors none
	Chief Digital and Information Officer <sup>5</sup> none
	Chief Asset Management and Regeneration Officer <sup>6</sup> none
	Others none
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Val Waite; April 2023
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/A
	<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 _____

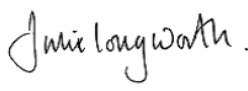
<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<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

<b>Call In</b>	Is the decision available <sup>9</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Julie Longworth – Director Children and Families		
	Signature 	Date 23/3/23	

<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.

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