

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	Director of Children and Families		
Contact person:	Rebecca Fenwick	Telephone number: rebecca.fenwick@leeds.gov.uk	
Subject²:	Post 19 education for high needs learners		
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 & Families to approved the decision to enter into a cooperation agreement with Luminare Education Group for delivery of a post-19 education service for high needs learners from the new Leeds City Council built building on Torre Road. The agreement will run either from the date of occupation or the start date of service delivery (whichever is first) until 31st August 2027 plus an option to extend for up to three further twelve-month periods. The estimated value is £3,077,300 funding (overall estimated value £5,209,400 with extension).</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>Leeds City Council, as a Local Authority has a statutory duty to meet the special educational needs of young people with an Education Health and Care Plan until the age of 25. Desirable local learning places is an efficient use of resources and reduces the risk of costly out of area placement with private providers.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>Remaining in the current accommodation at Queenswood Education Centre is no longer an option. The building is not well suited to the needs of learners with such complex special educational needs and has been planned to be re-sited since 2016. Further remediation work to the current building could only be superficial and</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>would not meet the needs of all the learners or allow for the increase in places that are now needed.</p> <p>The alternative to new premises for local provision is increasing private out of area provision. This not only limits the choice and control of young people with complex special educational needs and their families but can also lead to separation of young people from their family and community. This option is also financially costly and has not been shown to improve outcomes.</p>
Affected wards:	All wards in Leeds will benefit from this new provision.
Details of consultation undertaken⁴:	Executive Member Consultation on the new build was completed in 2020.
	Ward Councillors The key decision for the new build was subject to call-in in 2020.
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶ n/a
	Others
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


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

	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 Julie Longworth – Director of Children & Families		
	Signature	Date	
		14/5/23	

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.

