

Delegated Decision Notice

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	Director Children & Families		
Contact person:	Nabila Morris	Telephone number: 03330000405	
Subject²:	Client Management System for Childrens Residential Services (inc. Adel Beck).		
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>In the absence of the Director of Children and Families, The Chief Officer Service Transformation and Partnership approved the proposal to procure an off the shelf client information management system that will be used across children's' residential settings in Leeds, including Adel Beck secure unit.</p> <p>The contract will be for a fixed period of three years, with two optional one year extensions (3+1+1).</p> <hr/> <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>At present there is no uniform system in place for recording management information in residential homes which means that other, less suitable productivity applications are being used. The implementation of a bespoke system will improve the recording and storage of information and create efficiencies through improved workflow etc.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The suitability of other systems to meet the needs of the services, including the system used in Childrens' Social Care, were extensively reviewed but it was determined that no system currently in use within Leeds City Council could fulfil the specific requirements at this time and therefore a procurement was needed.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ YES
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others N/A
Implementation	Officer accountable, and proposed timescales for implementation Nabila Morris
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A
	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: N/A
	If published late relevant Executive member's approval Signature _____ Date _____


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

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: N/A		
Approval of Decision	Authorized decision maker ¹⁰ Phil Evans - Chief Officer Service Transformation and Partnership		
	Signature 	Date 13/09/23	

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.