

## Delegated Decision Notice (DDN)

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<br><input type="checkbox"/> £500,000 to £1,000,000<br><input type="checkbox"/> over £1,000,000  | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000<br><input checked="" type="checkbox"/> £100,000 to £500,000<br><input type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000 |
| <b>Director<sup>1</sup></b>          | Director of Communities, Environment, and Housing   |  |  |
| <b>Contact person:</b>               | Simon Pickering   | Telephone number: 0113 378 7854  |  |
| <b>Subject<sup>2</sup>:</b>          | Extension of contract with Community Links (Northern) Limited for the Maltings and Rose Villa Service.  |  |  |
| <b>Decision details<sup>3</sup>:</b> | <p>What decision has been taken?</p> <p>The Director of Communities, Housing and Environment:</p> <p>a) Approved an extension of 12 months under CPR 21.2 to the existing contract with Community Links (Northern) Limited ('Community Links') for the Maltings service, with effect from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 for a maximum value of £139,678 per annum.</p> <p>b) Approved an extension of 12 months under CPR 21.2 to the existing contract with Community Links for the Rose Villa service, with effect from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 for a maximum value of £71,868 per annum.</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>A brief statement of the reasons for the decision</p> <p>Approval to put in place a 12-month extension to the current contracts for provision of supported accommodation at The Maltings and Rose Villa services. Current contracts expire at 31<sup>st</sup> March 2024.</p> <p>Both services are commissioned by Adults and Health directorate to provide support to people with mental health issues.</p> |
|  | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There is no alternative option to enabling the services to continue beyond 1<sup>st</sup> April 2024 unless the contract extension is applied. The services provide much needed accommodation and support.</p>  |
| <b>Affected wards:</b>                                 |   |
| <b>Details of consultation undertaken<sup>4</sup>:</b> | Executive Member  |
|  | Ward Councillors  |
|  | Chief Digital and Information Officer <sup>5</sup>  |
|  | Chief Asset Management and Regeneration Officer <sup>6</sup>  |
|  | Others  |
| <b>Implementation</b>                                  | <p>Officer accountable, and proposed timescales for implementation</p> <p>Adults and Health Commissioning Team – contract extension will be applied during February 2024.</p>   |
| <b>List of Forthcoming Key Decisions<sup>7</sup></b>   | Date Added to List:-  |
|  | <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   |
|  | <p>Signature _____ Date _____</p>   |

<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

|  |  |   |
|--|--|---|
| <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<br>Signature _____ Date _____                       |   |
| <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>  |   |
|  | Signature<br>             | Date<br>09/02/2024  |

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<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.