

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 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	The Director of Children & Families		
Contact person:	Santi Franceschino (LCC Children's Commissioning)	Telephone number: 0113 336 8641	
Subject²:	Issue of Direct Awards to existing Providers of Targeted Short Breaks and Fun Activities		
Decision details³:	<p><i>What decision has been taken?</i> <i>(Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</i></p> <p>The Director of Children and Families:</p> <ul style="list-style-type: none"> a) Approved the issue of Direct Awards in order to continue offering a range of targeted short breaks and fun activities to C&YP with SEND in line with Contracts Procedure Rules 9.4 and 27.1, relevant and current law. The period covered by the Direct Award will end on 30th September 2024. b) Approved the expenditure of up to £158,750 for the six months period with no option to extend after the 30th September 2024. This is 50% of the annual Grants value that was previously allocated to the commissioned providers. c) Approved payment in advance to the Direct Award recipients. Payment in advance is crucial to small, third sector organisations so that they can effectively manage budgets and cash flow to deliver the service. This has been the payment method used over the last nine or so years for services commissioned via the competitive grants process. Payments will be made for the full six months in April 2024. Providers will be subject to a financial checking process using the CreditSafe facility. 		

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><i>A brief statement of the reasons for the decision</i> <i>(Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</i></p> <p>Short Breaks are activities for children and young people with SEND that enable them to have fun, spend time with friends and build their confidence and skills in a safe environment. As well as promoting best outcomes for the child, the Children Act 1989 Schedule 2 requires Local Authorities to provide services designed to assist family carers of disabled children 'to continue to [provide care], or to do so more effectively, by giving them breaks from caring'. Providing a range of targeted fun activities, reduces the likelihood of crisis and family breakdown and thereby reducing the need for more expensive specialist provision or Social Work intervention.</p> <p>There are currently 8 providers delivering 15 different activities across the city as detailed in Appendix 1. The providers were awarded grant agreements on 1st April 2020 following a competitive award process with an original end date of 31st March 2022. Grants were further extended in April 2022 following the Covid pandemic as it was preferable to undertaking a competitive grants process at that time when it was unlikely that there were new providers who could have delivered these types of activities. The purpose of these Direct Awards is to maintain high quality and varied targeted short breaks for C&YP with SEND in compliance with the principles of the Children and Families Act 2014 while the review of current provisions is completed.</p>
	<p><i>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</i></p> <p>It is believed that extending the current agreements is preferable to undertaking a tender process at a time when a full review of the Short Breaks and Fun Activities provision is taking place. Resources would be better utilized by undertaking a full tender process once the review is completed.</p> <p>Ceasing delivery of targeted short breaks activities is not felt to be a viable option in terms of contributing to the Council's ambitions of becoming an inclusive child friendly city. It is likely that ceasing short breaks would cause an increase in requests for support via RADAR and potentially cost more than the targeted short breaks.</p>
Affected wards:	All
Details of	Executive Member –

consultation undertaken⁴:	Ward Councillors – not applicable	
	Others – N/A	
Implementation	Officer accountable, and proposed timescales for implementation Santi Franceschino (LCC Children’s Commissioning). Direct Awards to be implemented from 1 st April 2024.	
List of Forthcoming Key Decisions⁵	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	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁶	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 ⁷ 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 ⁸ Julie Longworth – Director of Children & Families	
	Signature 	Date 20/3/24

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.

