## **Delegated Decision Notice (DDN)**

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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(Includ consul Please Brief c	<ul> <li>The service level agreements to ensure that Leeds City Council is compliant in terms of its statutory obligations of providing information and advice to children, young people and their families about matters relating to their SEND.</li> <li>The jointly funded service level agreement with Leeds Integrated Care Board (ICB) due to be in place from April 2024 to March 2027.</li> <li>The annual contribution from ICB of £58,200 and remains fixed term for three years</li> <li>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)</li> <li>Please see accompanying Delegated Decision Report</li> </ul>					
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision. Please see accompanying Delegated Decision Report					
Please						
Affected wards: N/A	see accompanying De					
Execu	see accompanying De					

 <sup>&</sup>lt;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 were used as these matters have been set out in detail.

Details of	Ward Councillors					
consultation	Chief Digital and Information Officer <sup>5</sup>					
undertaken⁴:	Chief Asset Management and Regeneration Officer <sup>6</sup>					
	Others					
Implementation	Officer accountable, and proposed timescales for implementation					
	Phil Evans, Chief Officer, Service Transformation and Partnerships					
	- Contract begins April 2024.					
List of	Date Added to List: -					
Forthcoming Key Decisions <sup>7</sup>	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	If not published for 5 clear working days prior to decision being taken the reason					
report <sup>8</sup>	why not possible:					
	If published late relevant Executive member's approval					
	Signature		Date			
Call-in	Is the decision available9	Yes		🖂 No		
	for call-in?					
	If exempt from call-in, the council or the public:	reason why c	all-in would pre	ejudice the interests of the		
Approval of	Authorised decision maker					
Decision	Phil Evans – Chief Officer, Service Transformation & Partnerships					
	Signature		Date			
			2/5/24			
	P.G.R.	2				

<sup>&</sup>lt;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>&</sup>lt;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

<sup>&</sup>lt;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.