

## 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 <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
<b>Director<sup>1</sup></b>	Children and Families		
<b>Contact person:</b>	Patricia Michael	Telephone number: 01133785423	
<b>Subject<sup>2</sup>:</b>	Procurement of a contract for the statutory service, SENDIASS.		
<b>Decision details<sup>3</sup>:</b>	<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 Chief Officer, Service Transformation &amp; Partnerships approved:</p> <ul style="list-style-type: none"> <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> </ul>		
	<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>Please see accompanying Delegated Decision Report</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>Please see accompanying Delegated Decision Report</p>		
<b>Affected wards:</b>	N/A		
	Executive Member		

<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.

<b>Details of consultation undertaken<sup>4</sup>:</b>	Ward Councillors		
	Chief Digital and Information Officer <sup>5</sup>		
	Chief Asset Management and Regeneration Officer <sup>6</sup>		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Phil Evans, Chief Officer, Service Transformation and Partnerships - Contract begins April 2024.		
<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 Signature _____ Date _____		
<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 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
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker Phil Evans – Chief Officer, Service Transformation & Partnerships		
	Signature 	Date 2/5/24	

<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  
<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.

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