

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	Children and Families		
Contact person:	Vera Claxton (Commissioning Manager)	Telephone number: 0113 3785425	
Subject²:	Direct Award - The Appropriate Adult Service		
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>The Deputy Director, Social Care approved the direct award to The Appropriate Adult Service Limited for the delivery of the West Yorkshire Appropriate Adult Service from 1st April 2024 to 31st March 2025, with the option to extend for a further 6 months to 30th September 2025. The estimated value of the contract including extensions is £405,000.</p>		
	<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>The contract commenced on the 1st of April 2024 until 31st March 2025 with the option to extend for a further 6 months to 30th September 2025. The estimated value of the contract is including the extension is £405,000. Finance colleagues have reviewed and have confirmed that there is a budget in place.</p> <p>An Appropriate Adult (AA) is an individual person responsible for protecting (or 'safeguarding') the rights and welfare of a child or vulnerable adult who is either</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>detained by police or is interviewed under caution voluntarily. A vulnerable adult is defined as “an adult who may be presenting as vulnerable.” The role was created alongside the Police and Criminal Evidence Act 1984 (PACE). The police custody sergeant is responsible for identifying people who require an AA. Local Authorities have a legal duty under Section 38 of the Crime and Disorder Act 1998 to ensure provision of an AA for children via their Youth Offending Team (YOT). There is no legal duty on any agency to provide an AA for vulnerable adults. However, it is part of the PACE Code of Practice.</p> <p>The new contract is to be put in place prior to recommissioning the project from 2025 due to the incumbent providers’ late notification to Leeds City Council in January 2024 that this contract is no longer a viable contract in its current form due to the high increase and demand.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>A direct award is the most efficient use of officer time and resource. A new tender will be undertaken during the direct award period as the contract will be due to end and provision will still be required, with no more extensions available.</p> <p>A Market Sounding Exercise took place in February 2023 with no respondents to support this approach; hence the direct award for 2023 and subsequently a new contract to be put in place from 1 April 2024.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member</p> <hr/> <p>Ward Councillors</p> <hr/> <p>Chief Digital and Information Officer⁵</p>

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

	Chief Asset Management and Regeneration Officer ⁶	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation	
List of Forthcoming Key Decisions⁷	Date Added to List: -	
	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 report⁸	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 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:	
Approval of Decision	Authorised decision maker ¹⁰ Farrah Khan – Deputy Director Social Care	
	Signature 	Date 3/5/2024

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

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.