

OFFICER DELEGATED DECISION REGISTER

The following are decisions that have been taken by Chief Officers (which includes: the Chief Executive, Corporate Directors and Service Directors as detailed below) under the Officer Delegation Scheme as detailed in Part 3 - Responsibility for Functions - in the Constitution of the Council.

For further details, please contact the Committee Services Team (01924 305014) or the contact Officer. Details on decisions taken in relation to issues containing exempt information* will not be available to members of the public.

*Exempt information falls into categories which are detailed in the Access to Information Rules in the Council's Constitution. The Constitution can be accessed via the Council's Internet

<http://www.wakefield.gov.uk/CouncilAndDemocracy/Constitution/default.htm>

CX	Chief Executive		SDS&LLL	Service Director	Schools & Lifelong Learning
CDR&EG	Corporate Director	Regeneration and Economic Growth	SDS&FS	Service Director	Safeguarding and Family Support
SDH&ED	Service Director	Housing & Economic Development	SDCC&SO	Service Director	Children's Commissioning and School Organisation
SDPT&H	Service Director	Planning, Transportation & Highways	SDPD&OP	Service Director	Physical Disabilities & Older People
SDS&C	Service Director	Sport and Culture	DF	Director of Finance	
CDC	Corporate Director	Communities	SDP&C	Service Director	People and Customers
SDC&G	Service Director	Cleaner & Greener	SDL&G	Service Director	Legal and Governance
SDCS	Service Director	Commercial Services	SDICT&P	Service Director	ICT and Procurement
CDFS	Corporate Director	Family Services	SMPP&P	Service Manager	Policy, Performance and Partnerships
SDASS	Service Director	Adult Social Services	SMHC	Service Manager	Head of Communications

Reference Number	Decision Date	Decision Taker	Contact Officer	Details
33/2012	11 December 2012	<p>Jim Crook Interim Corporate Director Family Services</p> <p>Cllr Mrs P Garbutt Portfolio Holder for Adults and Health was consulted on 11 December 2012</p>	<p>Duncan Smith Transformation Team Manager 01924 307730</p>	<p>Carers Break Funding – ‘My Time’ Scheme The decision was taken to give approval to the release of £29k funding, identified and agreed by the Joint Strategic Commissioning Board, to enable the increase in the number of breaks available to carers with the Wakefield district.</p>
32/2012	11 December 2012	<p>Jim Crook Interim Corporate Director Family Services</p> <p>Cllr Mrs P Garbutt Portfolio Holder for Adults and Health was consulted on 11 December 2012</p>	<p>Duncan Smith Transformation Team Manager 01924 307730</p>	<p>Contract Review – Stroke Association, Wakefield Stroke Support Service The decision was taken to continue joint funding of £40k each with Wakefield District PCT Clinical Commissioning Group (total £80k) per annum for the period 1 April 2013 to 31 March 2014 to fund the Wakefield Stroke Support Service.</p>

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31/2012	10 December 2012	<p>Andrew Balchin Corporate Director Communities</p> <p>Cllr Mrs M Cummings, Portfolio Holder for Environment and Communities, was consulted on 10 December 2012</p>	<p>Julie Greenwood Strategic Waste Policy Manager 01924 302404</p>	<p>Waste Recycling Contract Extensions Owing to Delay in Waste PFI Delivery Programme The decision was taken to agree to extend the following contracts by a term of 3 months to 31 March 2013:</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Waste Type</th> <th>Expires</th> </tr> </thead> <tbody> <tr> <td>Cookstown Textile Recycling</td> <td>Textiles/Shoes</td> <td>31/12/13</td> </tr> <tr> <td>PJ Plant</td> <td>Scrap Metal</td> <td>31/12/13</td> </tr> <tr> <td>Credential Automotives Ltd</td> <td>Tyres</td> <td>31/12/13</td> </tr> <tr> <td>Timberpak</td> <td>Timber/Wood</td> <td>31/12/13</td> </tr> <tr> <td>Blackburns</td> <td>Paper/Card</td> <td>31/12/13</td> </tr> <tr> <td>SJB</td> <td>Green/Garden Waste</td> <td>31/12/13</td> </tr> <tr> <td>Waste Management Maintenance</td> <td>Plant Maintenance and Servicing</td> <td>31/12/13</td> </tr> </tbody> </table> <p>The decision was also taken to agree to extend the following contracts by a term of 12 months:</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Waste Type</th> <th>Extended to</th> </tr> </thead> <tbody> <tr> <td>SRCL</td> <td>Clinical Waste</td> <td>31/12/13</td> </tr> <tr> <td>Glass Recycling UK Ltd</td> <td>Co-mingled Waste – Plastic and Cans</td> <td>12/11/13</td> </tr> <tr> <td>WEEECARE PLC</td> <td>Large and Small Electrical Items, CRT's, Fridges, Freezers, Fluorescent Tubes</td> <td>31/12/13</td> </tr> <tr> <td>FCC (formerly WRG)</td> <td>Active Waste, Asbestos & Garden Waste (Interim II Contract)</td> <td>18/11/13</td> </tr> </tbody> </table>	Company	Waste Type	Expires	Cookstown Textile Recycling	Textiles/Shoes	31/12/13	PJ Plant	Scrap Metal	31/12/13	Credential Automotives Ltd	Tyres	31/12/13	Timberpak	Timber/Wood	31/12/13	Blackburns	Paper/Card	31/12/13	SJB	Green/Garden Waste	31/12/13	Waste Management Maintenance	Plant Maintenance and Servicing	31/12/13	Company	Waste Type	Extended to	SRCL	Clinical Waste	31/12/13	Glass Recycling UK Ltd	Co-mingled Waste – Plastic and Cans	12/11/13	WEEECARE PLC	Large and Small Electrical Items, CRT's, Fridges, Freezers, Fluorescent Tubes	31/12/13	FCC (formerly WRG)	Active Waste, Asbestos & Garden Waste (Interim II Contract)	18/11/13
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30/2012	31 October 2012	<p>Andrew Wallhead Corporate Director Regeneration & Economic Growth</p> <p>Councillor D Dagger, Portfolio Holder for Culture, Leisure and Libraries, was consulted on 31 October 2012.</p>	<p>Emma Grunwell Destination & Quality – Development Manager 01924 35603</p>	<p>The closure of Havercroft, Kinsley, Kettlethorpe, Ackworth, Altofts, Outwood, South Kirkby, Upton, Walton, South Pontefract and Balne Lane Community Centre libraries. The decision was taken to agree to the closure of Havercroft, Kinsley, Kettlethorpe, Ackworth, Altofts, Outwood, South Kirkby, Upton, Walton, South Pontefract and Balne Lane Community Centre libraries.</p>																																							

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29/2012	30 October 2012	<p>Andy Wallhead Corporate Director Regeneration and Economic Growth</p> <p>Councillor Mrs D Jeffery, Deputy Leader and Portfolio Holder for Regeneration and Economic Growth, was consulted on 30 October 2012.</p>	<p>Neville Ford Spatial Policy Manager 01924 306617</p>	<p>Kirklees Core Strategy Submission Consultation The decision was taken to submit representations to Kirklees Council regarding the Core Strategy Submission Development Plan document.</p>
28/2012	6 November 2012	<p>Jim Crook Interim Corporate Director Family Services</p> <p>Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 6 November 2012.</p>	<p>Karen Oxer Policy and Strategy Officer School</p>	<p>Proposed School Admissions Arrangements for the 2014/2015 Academic Year The decision was taken to approve the Local Authority's proposed School Admission Arrangements for the 2014/2015 academic year.</p>
27/2012	23 October 2012	<p>Jackie Wilson Acting Corporate Director, Family Services (Children)</p> <p>Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 23 October 2012.</p>	<p>Ian Carr Service Manager Children's Commissioning 01924 305750</p>	<p>Access to Targetted Independent Information, Advice and Guidance Services The decision was taken to:</p> <ul style="list-style-type: none"> • Exclude the requirement to provide dedicated Centres within the future specification; and • Support the delivery of services through existing and new access points including premises managed by Family Services.

Reference Number	Decision Date	Decision Taker	Contact Officer	Details
26/2012	30 October 2012	<p>Helen Grantham Service Director People & Customers</p> <p>Councillor G Stokes, Portfolio Holder for Corporate Services, was consulted on 30 October 2012</p>	<p>Noreen Blewitt HR Manager Employment Services 01924 306448</p>	<p>Revision of the Council's Overpayment and Recovery Policy The decision was taken to approve the amendments to the Council's Overpayments and Recovery Policy arising from the consultative process undertaken with the Council's recognised Trade Unions.</p> <p>The need to amend the Overpayments and Recovery Policy is based on an operational review and feedback received from HR users, stakeholders and trade unions. This review forms part of the critical review of all HR Policies and Procedures.</p>
25/2012	29 October 2012	<p>Bernadette Livesey Service Director Legal & Governance</p> <p>Councillor Graham Stokes, Portfolio Holder for Corporate Services, was consulted on 25 October 2012</p>	<p>Sarah Parker Strategic Procurement Manager 01924 306964</p>	<p>Revisions to Contract Procedure Rules and the Council's Constitution The decision was taken to make minor amendments to the Contract Procedure Rules, as contained in the Council's Constitution, in accordance with Section 9e of the Officer Scheme of Delegation.</p>
24/2012	9 October 2012	<p>Jackie Wilson Acting Director of Children's Services</p> <p>Councillor Mrs O M Rowley, Portfolio Holder for Children & Young People, was consulted on 9 October 2012</p>	<p>David R Brown, Team Manager, Capital Development, Children's Commissioning & Schools Organisation 01924 305601</p>	<p>The Future of Chequerfield Infants School & Site The decision was taken that the vacant school buildings be demolished, the site cleared and new access and car parking arrangements be formed as outlined in Appendix B to the report. That the resultant cleared site be declared surplus to requirements from Family Services. That in agreeing the transfer of the resultant cleared site, after retained land and services are taken into consideration, that the capital receipt(s) arising from any future sale be ring fenced to contribute to the costs of demolition and access works.</p>

Reference Number	Decision Date	Decision Taker	Contact Officer	Details
23/2012	4 September 2012	Elaine McHale Corporate Director Family Services	Jayne Gilmour Service Manager Care and Support Transformation	Transfer of Public Health Services The Decision was taken to give approval for the Council to enter into a Section 75 lead commissioning and pooled budget agreement, for the shadow period October 2012 to 1 April 2013.
22/2012	7 September 2012	Helen Grantham Service Director People and Customers	David Wright HR Manager Organisational Improvement 01924 305325	Removal and Disturbance Policy The decision was taken to approve amendments to the Council's Removal and Disturbance Policy arising from a general review of policy and procedure and consultation with the Council's recognised trade unions.
21/2012	17 August 2012	Helen Grantham Service Director People and Customers	Claire Thompson Health and Well Being 01924 305895	No Smoking Policy The decision was taken to revise the Council's previous smoking code to ensure the policy was up to date with legislation.
20/2012	17 August 2012	Helen Grantham Service Director People and Customers	Mick Hemingway HR Manager [REDACTED]	Recognition for Teacher Service for Sickness and Maternity Entitlements for Academies, Foundation, VA Schools The Decision was taken to recognise on a national basis, service with Academies, Foundation and VA Schools for sickness and maternity purposes.
19/2012	14 August 2012	Sarah Pearson Regeneration, Economic Growth and Strategic Housing	David Fowles Team Leader Housing, Growth and Delivery 01924 306531	House Proud Loan - Amendment The decision was taken to change eligibility to include owner occupiers or private rented with repairing obligations.
18/2012	17 August 2012	Helen Grantham Service Director People and Customers	Stephen Houlahan HR Manager (Organisational Improvement) 01924 305458	Teacher Appraisal and Capability Policy The decision was taken to approve a revised model policy for Teacher Appraisal and Capability.

Reference Number	Decision Date	Decision Taker	Contact Officer	Details
17/2012	15 August 2012	Bernadette Livesey Service Director, Legal & Governance	Andrew Taylor, Governance Officer 01924 305051	To approve minor amendments to the Council's Constitution (delegations to the Director of Finance and Property and to the Service Manager, Property and Asset Management.)
16/2012	24 July 2012	Elaine McHale Corporate Director Family Services Cllr Mrs P Garbutt, Portfolio Holder for Adults and Health, was consulted on 24 July 2012	Duncan Smith Transformation Team Manager 01924 307730	Commissioning of Advocacy Services for Adults (18-64) and NHS Advocacy for all Adults and Families The decision was taken to give approval to: <ul style="list-style-type: none"> • The proposals as set out at Section 4 of the Report • The funding proposals for the total indicative contract value as set out in Section 10 of the Report • Inclusion of an option to extend the Agreement for up to an additional two years, dependant on satisfactory performance, mutual agreement and the availability of funding • An extension of the current contracts, if required, to the end of August 2013 to accommodate necessary tendering timescales.
15/2012	22 June 2012	Helen Grantham Service Director People & Customers Cllr G Stokes, Portfolio Holder for Corporate Services, was consulted in May 2012	M Hemingway HR Manager 07900 161398	Recognition for Teacher Service for Sickness and Maternity Entitlements for Academies, Foundation, VA Schools The decision was taken to recognise, on a national basis, service with Academies, Foundation and VA schools for sickness and maternity purposes.
14/2012	1 June 2012	Andrew Balchin Corporate Director Communities Cllr Mrs M Cummings, Portfolio Holder for Environment and Communities, was consulted on 1 June 2012	Julie Greenwood Strategic Waste Policy Manager	Waste Recycling Extensions owing to a delay in the Waste PFI Delivery Programme The decision was taken to agree the extension of the following contracts by a term of 6 months to 31 January 2013: Textiles Cookson Textile Recyclers Scrap Metal PJ Plant Ltd Automobile Tyres Credential Automotive Ltd Timber Timberpak Ltd Paper & Cardboard Blackburn's Waste Disposal (Partnership) Green Waste SJB Recycling Ltd (Interim 2 Contract)

Reference Number	Decision Date	Decision Taker	Contact Officer	Details
13/2012	29 May 2012	<p>Elaine McHale Corporate Director Family Services</p> <p>Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 29 May 2012.</p>	<p>Stephen Crofts Service Manger Youth Development and Support Services (YDSS) 01924-303344</p>	<p>The Base Youth Centre That The Base Youth Centre is identified as surplus to the requirements of the Family Services Directorate and that work commences immediately with Property Services with a view to consider the future of The Base centre through the Council's Asset Management Review Group</p>
12/2012	17 May 2012	<p>Elaine McHale Corporate Director Family Services</p> <p>Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 17 May 2012.</p>	<p>Cheryl Hobson Service Director Children's Commissioning and Schools Organisation Tel: 01924-307732</p>	<p>St Swithuns Neighbourhood Nursery Airedale Neighbourhood Nursery Pomfret Neighbourhood Nursery Further to the resolution of Cabinet on 29 November 2011 (minute 91), which delegated these decisions to the CDFS in consultation with the Portfolio Holder, it was agreed:</p> <ol style="list-style-type: none"> 1. To move towards closure of St Swithuns Neighbourhood Nursery and Airedale Neighbourhood Nursery. 2. To accept the business case from Pomfret Neighbourhood Nursery Parents Group in respect of Pomfret Neighbourhood Nursery, and to award a £60,000 grant to facilitate the transfer of the Nursery.
11/2012	1 May 2012	<p>Elaine McHale Corporate Director Family Services</p> <p>Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 1 May 2012.</p>	<p>Ian Carr Head of Integrated Children's Commissioning Unit NHS Wakefield District/Wakefield MDC 01924 305</p>	<p>Youth Contract Proposal The decision was taken to approve the implementation of the proposals and secure delivery partners.</p>

Reference Number	Decision Date	Decision Taker	Contact Officer	Details
10/2012	23 April 2012	<p>Bernadette Livesey Service Director Legal & Governance</p> <p>Councillor G Stokes, Portfolio Holder for Corporate Performance, was consulted on 23 April 2012</p>	<p>Andrew Taylor Governance Officer 01924 305051</p> <p>Alan Till Service Manager Internal Audit & Risk 01924 302364</p>	<p>Revisions to Anti-Money Laundering and Anti-Terrorist Policy, Internal Audit Protocol, Risk Management Policy Statement and Strategic Framework and Code of Corporate Governance Following consultation with Councillor G Stokes, the decision was taken to approve minor changes to the Council's Constitution.</p>
09/2012	27 March 2012 and 10 April 2012	<p>Elaine McHale Corporate Director Family Services</p> <p>Cllr Mrs O Rowley, Portfolio Holder for Children and Young People, and Cllr Mrs P Garbutt, Portfolio Holder for Adults and Health, were consulted on 27 March 2012 and 10 April 2012 respectively.</p>	<p>Neil Hardwick Group Finance Manager (Family Services) 01924 307764</p>	<p>Charges 2012 – 2013 Financial Year The decision was taken that the charges outlined in Appendix A to the Cabinet Members' Briefing report be agreed.</p>
08/2012	03 April 2012	<p>Andrew Wallhead Corporate Director Regeneration and Economic Growth</p> <p>Cllr Mrs D Jeffery, Deputy Leader & Portfolio Holder for Regeneration & Economic Growth, was consulted on 3 April 2012.</p>	<p>Neville Ford Spatial Policy Manager 01924 306617</p>	<p>Leeds City Council Local Development Framework Publication Draft Core Strategy The decision was taken that comments set out in the report be submitted to Leeds City Council in response to its Local Development Framework Publication Draft Core Strategy consultation.</p>

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07/2012	27 March 2012	Elaine McHale Corporate Director Family Services Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 27 March 2012	Ian Carr Head of the Integrated Children Commissioning Unit 01924 305750	Strategic Review of Contracts for Children, Young People and Family Support Services and Approval of Extensions to Contracts and Funding Agreements The decision was taken that approval be given to the identified commissioning programme, including strategic reviews, procurement exercises and necessary contract/funding agreement extensions.
06/2012	27 March 2012	Elaine McHale Corporate Director Family Services Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 27 March 2012	Rachel Laybourne Team Manager Schools Organisation 01924 305586	Airedale Infant School, Townville Infant School and Airedale Junior School The decision was taken that the Local Authority continue to support the schools to put in place a formal Collaborative Partnership (also known as a soft federation), to support the longer term sustainability and improvement of educational outcomes.
05/2012	27 March 2012	Elaine McHale Corporate Director Family Services Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 27 March 2012	Rachel Laybourne Team Manager Schools Organisation 01924 305586	Increase to the Admission Number at Castle Grove Infant School The decision was taken to give approval for Castle Grove Infant School to admit a further 30 children above the current admission number of 60 for reception-aged children only in September 2012.
04/2012	27 March 2012	Elaine McHale Corporate Director Family Services Councillor Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 27 March 2012	Andy Simpson Children's Commissioning Manager 07795 452976	Commissioning Fostering and Adoption Assessments The decision was taken to: Give approval to the purchase of an additional 25 assessments from appropriately qualified and experienced providers; and That approval be given to the development of a Framework Contract for Fostering and Adoption Services in order to secure sufficient capacity to meet future demand.

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03/12	28 February 2012	<p>Andrew Wallhead Corporate Director Regeneration & Economic Growth</p> <p>Cllr Mrs D Jeffery, Deputy Leader & Portfolio Holder for Regeneration & Economic Growth, was consulted on 28 February 2012.</p>	<p>Neville Ford Spatial Policy Manager 01924 306617</p>	<p>Local Development Framework – Site Specific Proposals Submission Document – Modifications</p> <p>The decision has been taken to publish the schedule of modifications for consultation as part of the examination of the Site Specific Proposals Document.</p>
02/12	24 January 2012	<p>Elaine McHale Corporate Director Family Services</p> <p>Cllr Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 24 January 2012.</p>	<p>Andy Simpson Target and Specialist Team Manager Children’s Commissioning 01924 315721</p>	<p>Potential Options for the Future Delivery of Targeted Youth Support and Substance Misuse Services for Children and Young People</p> <p>The decision was taken to procure a new integrated Targeted Youth Support and Young People’s Substance Misuse Service (for a period of three years) to work in partnership with Youth Development Support Service to deliver Targeted Youth Support and Young People’s Substance Misuse services.</p>
01/12	10 January 2012	<p>Elaine McHale Corporate Director Family Services</p> <p>Cllr Mrs O Rowley, Portfolio Holder for Children and Young People, was consulted on 10 January 2012.</p>	<p>Victoria Gibbs Service Manager 01924 306817</p>	<p>Adaptations to the Home of Prospective Adopters</p> <p>The decision was taken to approve funding for the adaptations to the property.</p>