


Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Dr Ian Cameron - Director of Public Health
SUBJECT ⁱⁱ :	Luncheon Club Annual Small Grant Scheme
DECISION DETAILS ⁱⁱⁱ :	<p>Public Health has approved entering into a grant agreement with Leeds Community Foundation for the purpose of administering the annual Lunch Cub Grant scheme of £185,000 for older people, to commence from 01st April 2016 for a period of 12 months.</p> <p>Other options for managing the Lunch Club Grant were explored and these were to either transfer the grant to Community Committees or a third sector organisation. The option to transfer the grant to Community Committees was discounted as the best value option was found to be to transfer the management of the grant to Leeds Community Foundation.</p> <p>The reason being there is no capacity within the local area teams which support Community Committees to support the application process, administer and monitor the grant or provide infrastructure guidance and support to successful clubs. Additional resource could be paid for from the grant fund but this would significantly reduce the funding available to groups as no additional funding is available for administration costs.</p> <p>Lunch clubs function on a local and/or city wide basis according to the geographic distribution of their community, for example, the Sikh Elders lunch club which attracts members from all over Leeds. The current grant structure follows this distribution pattern. Any future administration for the Community Committees would need to incorporate a central element to cover these city wide rather than area based clubs. It would prove difficult to distribute the fund into Community Committee areas and at the same time reflect this demand.</p> <p>The option to transfer the grant to a third sector organisation, namely,</p>

	<p>Leeds Community Foundation (LCF), was found to be the best value option for the following reasons:</p> <ul style="list-style-type: none"> •Efficiency savings achieved within the council in respect of officer time saved in regards to managing the fund. •LCF’s main purpose is the distribution of grant funds to local organisations and they already manage a number of small grant programmes on behalf of the Council so have a strong track record in this area. •LCF will not charge a fee for administering the grant fund and will cover the costs of this through their own funds so the proposal provides excellent value for money. •It makes full use of existing capacity and expertise within experienced community/ voluntary organisations as Leeds Community Foundation has the resources and expertise to build relationships with groups and work with them to access further support or funding.
<p>TYPE OF DECISION:</p>	<p>Key Decision (Executive)</p> <p>Is the decision eligible for call-in?^{iv} <input type="checkbox"/> No</p> <p>Is the decision exempt from call-in?^v <input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive^{vi} – not subject to call-in)</p> <p><input type="checkbox"/> Administrative Decision (Council or Executive^{vii} – not subject to publication or call-in)</p>
<p>NOTICE^{viii} / CALL-IN (KEY DECISIONS ONLY):</p>	<p>Date the decision was published in the List of Forthcoming Key Decisions:</p> <p>If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-</p>
<p>AFFECTED WARDS:</p>	<p>The luncheon club annual small grants will effect all wards across Leeds and the grants will be advertised through Leeds Community Foundation who are highly recognised across Leeds. Applications will be received and awarded to eligible voluntary groups operating in the Leeds City Council geographical boundary.</p>

DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member Cllr Lisa Mulherin	Date consulted: 29 th July 2015	Interest disclosed? ^{ix} <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> No
	Others ^x (please specify:)	Date consulted:	Interest disclosed? <input type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name:) (Title:)	Capital Scheme Number: XXXXX / XXX / XXX Date:	
CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)	Contract Reference Number	Contract Title	
		Supplier	
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Timescales for implementation ^{xi}		
CONTACT PERSON:	Liz Messenger (Health Improvement Principal - Older People Team)	Telephone number ^{xii} : 0113 3783829	
DECISION MAKER / AUTHORISED SIGNATORY ^{xiii} :	Lucy Jackson (Name:) 	Date: 19/02/2016	

ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

-
- ⁱⁱ A brief title should be inserted here. 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.
- ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.
- ^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.
- ^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.
- ^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).
- ^{vii} Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.
- ^{viii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
- ^{ix} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.
- ^x This may include other elected Members, officers, stakeholders and the local community.
- ^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.
- ^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.
- ^{xiii} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.