

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 :	To enter into a contract with Leeds Community Foundation to administer the Leeds Lunch Club Grant commencing 1st April 2018 for 12 months.
DECISION DETAILS ⁱⁱⁱ :	<p>After exploring management options Leeds Community Foundation (LCF) were considered in 2016/17 to be the best value option for the administering of the annual Lunch Club Grant scheme. Ongoing management and administration has continued to be best value for 2017/18 and again the forthcoming 2018/19 period.</p> <p>The option to transfer the grant to a third sector organisation, namely, Leeds Community Foundation (LCF), continue 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 in 2017/18 sourced an additional £33,396 discretionary funding direct to lunch club activity. It is envisaged that further discretionary funding will be available for club activity for 2018/19. •LCF have further supported lunch clubs secure further funding. •LCF has ensured all lunch clubs now have Constitution Governing Documents which meet the Charity Commission Guidelines. This means they have the required legal documents and compliance as a registered Food Business. •LCF are experienced in distributing small grants but are ensuring lunch clubs who target people living in poverty, BME communities, and those socially isolated older people receive greater contribution towards meals, rent, volunteer expenses and supporting training, insurance etc.


As a result LCF has been successful in the administration of the 2017 – 2018 lunch club grant. Thereby all 87 lunch clubs who applied were awarded their grant funding in April 2017 enabling them to provide hot nutritious meals and social activity. 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. There has been no issues reported and all lunch clubs are fulfilling their core function.

The Older People Matters Food Group (OPMFG) chaired by Public Health and with support from both ASC and LCF has made positive steps in supporting lunch clubs to make links with other organisations to help increase referrals, membership and food choice and quality. Lunch clubs have also now been placed onto the Leeds Directory therefore allowing for referrals to be made from supporting organisations and from vulnerable older people.

It is agreed that Public Health will enter into a further 12 month contract for the value of **£166,500** in the financial year 2018 – 2019 with LCF administering value of the annual Lunch Club Grant scheme is £16,650. The following reasons are recognised to continue to deliver best value:

- Continued efficiency savings achieved within the council in respect of officer time saved in regards to managing the fund
- Leeds Community Foundation have gained experienced in management of the luncheon club grant on behalf of the Council and recognised as the host organisation amongst the voluntary sector
- Leeds Community Foundation have identified philanthropic funds which will be allocated to support the 2018 – 2019 luncheon club grant to completely bridge the addition of a £16,650 (10%) administration fee
- Leeds Community Foundation are able to support the vision of the Health and Wellbeing Strategy by distribute small grants to eligible luncheon clubs who are in the most deprived or isolated wards

	<ul style="list-style-type: none"> Leeds Community Foundation has the resources and expertise to build relationships with groups and work with them to access further support or funding. Leeds Community Foundation are in a position to continue promote the Leeds Food Consensus improve the quality and access of nutrition for older people 																		
TYPE OF DECISION:	Key Decision (Executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive ^{vii} – not subject to publication or call-in)																		
NOTICE ^{viii} / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: 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:- If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-																		
AFFECTED WARDS:	The lunch club annual small grants will effect all wards across Leeds with a particular focus on poverty, BME communities and those living in social isolation. 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.																		
DETAILS OF CONSULTATION UNDERTAKEN:	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Executive Member</td> <td style="width: 33%;">Date consulted:</td> <td style="width: 34%;">Interest disclosed?^{ix}</td> </tr> <tr> <td>Cllr Rebecca Charwood</td> <td>21st February 2018</td> <td><input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No</td> </tr> <tr> <td>Ward Councillor</td> <td>Date consulted:</td> <td>Interest disclosed?</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Others^x (please specify:)</td> <td>Date consulted:</td> <td>Interest disclosed?</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> No</td> </tr> </table>	Executive Member	Date consulted:	Interest disclosed? ^{ix}	Cllr Rebecca Charwood	21 st February 2018	<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
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		<input type="checkbox"/> No																	
CAPITAL INJECTION APPROVAL	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)																		

REQUIRED:		
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:	Richard Porter (Health Improvement Specialist - Older People Team)	Telephone number ^{xii} : 0113 3783827
DECISION MAKER / AUTHORISED SIGNATORY ^{xiii} :	Dr Ian Cameron Director of Public Health 	Date: 28 February 2018

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.