

Delegated Decision Notice (DDN)

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	Director of Communities, Housing & Environment		
Contact person:	Andrew Lingham	Telephone number: 0113-378-6370	
Subject²:	Climate & Energy team recruitment proposals – grant funded domestic energy and district heating schemes		
Decision details³:	<p>What decision has been taken?</p> <p>The Director of Communities, Housing & Environment has:</p> <ul style="list-style-type: none"> a) Approved creation of and recruitment to a new PO6 Project Manager post to project/contract manage Home Upgrade Grant (HUG) Scheme projects to successful conclusion; b) Approved creation of and recruitment to a new PO6 Technical Manager to ensure high quality HUG Scheme installs in an increasingly complex and regulated environment; c) Approved creation of and recruitment to a new PO2 Senior Marketing/ Communications Officer and a new SO2 Marketing/Communications Officer to drive demand for the HUG Scheme; d) Approved creation of and recruitment to a PO4 Senior Project Officer post in the event that targeted district heating grant funding is secured, or the successful PO6 Project Manager applicant (as per a) above) is an internal recruit from the existing team meaning that the essential additional capacity required to deliver the HUG Scheme is not secured, in which event the previous substantive post of the successful applicant will be deleted to predominantly fund this new PO4 post; e) Approved the regrade of the existing B3 Retrofit Support Assistant post to C1 to recognise the increasingly technical administration requirements of HUG and other energy efficiency schemes. 		

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>A brief statement of the reasons for the decision:</p> <p>This decision has been taken in order to secure the staffing resources necessary to ensure that a range of energy efficiency and decarbonisation related capital schemes for which Government grant funding has either already been secured or is expected can be successfully delivered. Grant funding is also available to meet the costs of this staffing resource.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:</p> <p>The creation of and recruitment to these posts is essential in order to deliver these decarbonisation schemes, which will make an important contribution towards the achievement of Net Zero targets, and other options have not been considered since failure to secure this resource would mean the Council having to hand back grant funding which it has already been allocated.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member Briefed Feb 2024
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others N/A
Implementation	Officer accountable, and proposed timescales for implementation Polly Cook, Chief Officer, Climate, Energy & Green Spaces
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	If not published for 5 clear working days prior to decision being taken the reason

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

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

report⁸	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 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 Director of Communities, Housing & Environment- James Rogers,	
	Signature 	Date 08/03/24

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.