

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	Jane Harwood	Telephone number: 0113 3784422	
Subject²:	Authority to enter into a grant agreement with Collaborative Learning Trust to enable the completion of PSDS3b decarbonisation project works to install air source heat pumps and solar photovoltaic panels to provide heat, hot water and solar-generated electricity to the Chippendale Swimming Pool in Otley.		
Decision details³:	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.) The Chief Officer of Climate, Energy & Green Spaces provides authority to enter into a grant agreement with Collaborative Learning Trust for the sum of £786,340 to enable the works associated with Public Sector Decarbonisation Scheme 3b (PSDS) grant funding. The grant period shall commence on 14 th March 2024 and will end on 30 th June 2024.		
	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) The Council is working with schools to deliver £5.5m of grant funded works across 9 schools by March 31 st 2024. The Collaborative Learning Trust oversee the management of one such school. The school wasn't part of the initial scheme but was added as a substitute due at a later date. The agreement supplements the agreements outlined below which have already been approved in a previous report for the original 9 schools. The grant for the works listed		

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.

below is to be claimed by Leeds City Council and then paid to the Collaborative Learning Trust in order for the Trust to pay the contractors carrying out the works. This agreement is to ensure the council can claim VAT back for the project.

The commencement date of the agreement is 14th March 2024, the sum of £786,340 to be paid to the Recipient in accordance with this Agreement. The period for which the Grant is awarded starting on the Commencement Date and ending on 30 June 2024.

These works primarily consist of the installation of heat pump technologies and roof-mounted solar PV, with ancillary technologies including Building Management Systems (BMS), insulation and water flow restrictors. Two agreements will be put in place to facilitate these works:

School Agreement

The establishing of an agreement between LCC and schools is necessary to clearly delineate responsibilities for both parties in relation to the works that will be carried out. A school's agreement will be in place between LCC and each of the 9 schools benefitting from these works to enable that the works to proceed and to ensure the equipment installed is operating correctly following installation. These agreements will be bespoke to the school, including:

- the equipment installed
- requirements of both LCC and the school for a 36 month period
- forecast of expected energy consumption and costs post-completion of works
- Facilitating works and access to site
- Monitoring and verifying equipment installed
- Ensure the equipment installed works as efficiently as possible
- Entering into separate power purchase agreements with solar PV contractor
- Servicing of equipment

This Agreement has no financial impact on the Council and as such is an admin decision

Power Purchase Agreement

This is a tripartite agreement between the Council, Solar for Schools and the school which dictates the terms and conditions of the energy price the school will pay for electricity consumed on-site from solar power generation. This agreement will be in place for 25 years – the duration of the lease of the roof space for the solar panels.

This Agreement has no financial impact on the Council and as such is an admin decision.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision

	<p>Proceeding without a school's agreement in place was considered but rejected. These agreements clearly delineates responsibilities of both the Council and schools in relation to the works.</p> <p>The installation of multiple technologies at these 9 schools means it is important to be definitive as to the responsibilities of both parties to prevent any future misunderstandings whereby one party may mistakenly believe the other is responsible for (for example) equipment servicing.</p> <p>The use of a formal agreement de-risks the future outcome of the installation of these technologies and provides the best opportunity for the long-term success of the project.</p>
Affected wards:	Otley & Yeadon
Details of consultation undertaken⁴:	Executive Members: n/a
	Resources Infrastructure & Climate
	Ward Councillors Consulted on works to be completed
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Chief Officer of Climate, Energy & Green Spaces</p> <p>All works to be completed by 30th June 2024</p>
List of Forthcoming Key Decisions⁵	Date Added to List:- n/a
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision n/a
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁷ 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 ⁸ Polly Cook, Chief Officer Climate, Energy and Green Spaces	
	Signature P.C. Cook.	Date: 18/04/2024

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.