Delegated Decision Notification (DDN)

Lead director ⁱ :	Director of Resources & Housing	
Subject ⁱⁱ :	Clean Bus Technology Fund – DEFRA Grant	
Decision details ⁱⁱⁱ :	 Inject and authorise the grant agreement payment of £1,371,000 grant funded by the Department for Environment & Rural Affairs to WYCA for the retrofitting of buses in line with the competitive process designed by WYCA, Leeds City Council and DEFRA. Approve the distribution of grant funding to the bus operators, on Leeds City Council's behalf by WYCA as more particularly set out in this report and the attached Grant Agreement; and Approve the use of the Grant Agreement as a means of discharging the grant funding to WYCA for its intended purpose. 	
Type of	⊠ Key decision (executive)	
decision:	Is the decision eligible for call-in?iv	
Notice ^{viii} or call-	Date the decision was published in the list of forthcoming key decisions:	
in (key decisions	13 th February 2018	
only):	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:		
Details of	Executive Member Date consulted: Interest disclosed?ix	
consultation	Cllr L Yeadon	
undertaken:	□ No	

	Ward Councillor Date consulted:	Interest disclosed?	
		Yes Date of dispensation:	
		 □ No	
	Others ^x please Date consulted:	Interest disclosed?	
	specify:	Yes Date of dispensation:	
		☐ No	
Capital injection			
approval	Injection approval required?		
required:	(If yes, you must complete the Approval box below)		
Capital	Name: Neil Evans	Capital scheme number:	
Injection	Title: Director resources & Housing	32484/000/000	
approval		Date: 5 th June 2018	
Contract details	Contract reference number	Contract title	
(procurement			
decisions only)			
		Supplier	
Implementation	Officer accountable for implementation		
(key decisions	Andrew Hickford		
only)	Timescales for implementation ^{xi}		
	Funding to be utilised by 31st March 2019		
Contact person:	Andrew Hickford	Telephone numberxii:	
		0113 37 85846	
Decision maker			
or authorised	R.N. Evans	Date: 5 th June 2018	
signatory ^{xiii} :			
	Name: Neil Evans, Director of		
	Resources & Housing		

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 or 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 13.4(b), 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.
- 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.
- 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.