


Delegated Decision Notification (DDN)

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 directorⁱ:	Director of Resources and Housing
Subjectⁱⁱ:	Authority to Spend : Clean Air Charging Zone grant funding awards and interest free loan scheme
Decision detailsⁱⁱⁱ:	<p>The Director of Resources and Housing approved the requests to :</p> <ul style="list-style-type: none"> • Inject £6,300,978 capital into the programme and provide Authority to Spend for each item in the CAZ Implementation Fund (CAZIF). • Inject £15,821,760 of capital (CAF) and note the revenue (CAF) allocation of £7,264,236. This funding is to be issued in two parts: £18,085,996 will be issued upfront with a further £5m available as stretch funding subject to evidence of need capital into the programme and provide Authority to Spend for each item in the Clean Air Fund. • Provide authority to spend for £20,818,800 related to the provision of interest free taxi/private hire loans or transition grants. • Waive call-in rules.
Type of decision:	<input checked="" type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input 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} or call-in (key decisions only):	<p>Date the decision was published in the list of forthcoming key decisions: 14 February 2019 (to be dealt with via general exemptions rule)</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>Any delay to this decision to spend will result in the council being unable to meet the deadlines laid out in the Grant Agreement from Government, which ultimately will mean the Leeds Clean Air Charging Zone is delayed and we will be in breach of the Ministerial Direction to deliver a CAZ in January 2020.</p>

	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>Executive Board have already been consulted on the CAZ proposals. This report does not change any of the proposals, it merely formalises the decision to spend the grant money awarded by central government. Any further delays place project delivery at risk.</p>	
Affected wards:		
Details of consultation undertaken:	Executive Member Date consulted:	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others ^x please Date consulted: specify:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
Capital injection approval required:	<p>Injection approval required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)</p>	
Capital Injection approval	<p>Name: Stephen Boyle Title: Senior Finance Manager (Capital Finance)</p>	<p>Capital scheme number: 33024/000/000 Date: 19 February 2019</p>
Contract details (procurement decisions only)	Contract reference number	Contract title
		Supplier
Implementation	Officer accountable for implementation	

(key decisions only)	Polly Cook Timescales for implementation ^{xi} CAZ go-live 6 January 2020	
Contact person:	Emma Slater	Telephone number ^{xii} : 07795 577090
Decision maker or authorised signatory^{xiii}:	 Neil Evans, Director of Resources & Housing	Date: 20/02/2019

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.

^{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.