


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:	Request for approval to vary Engage Leeds Visiting Housing Related Support contract awarded to GIPSIL Limited to include MHCLG and HRA funding.		
Decision detailsⁱⁱⁱ:	<p>The Director of Resources and Housing approved, in accordance with Contracts Procedure Rules 21.7, a variation to the Engage Leeds Visiting Housing Related Support contract awarded to GIPSIL Limited to include:</p> <ol style="list-style-type: none"> 1. Funding from Ministry of Housing, Communities and Local Government of £105,000 to fund two Navigator posts and a trainee Navigator post (up to July 2020). 2. Approve the allocation of up to £80,000 for one year from Housing Revenue Account to fund two Navigator posts under Engage Leeds contract. 		
Type of decision:	<input checked="" type="checkbox"/> Significant operational decision (council or executive ^{iv} – not subject to call-in)		
Notice^v or call-in (key decisions only):	<p>Date the decision was published in the list of forthcoming key decisions:</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>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>		
Affected wards:	All		
Details of consultation undertaken:	Executive Member Cllr D Coupar	Date consulted: via briefing with Julie Staton, Head of Commissioning, Adults and Health	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No

	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others ^{vi} please specify:	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)		
Capital Injection approval	Name: Title:	Capital scheme number: XXXXXX / 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 ^{vii}		
Contact person:	Julie Staton, Head of Commissioning, Adults and Health	Telephone number ^{viii} : 0113 3787858	
Decision maker or authorised signatory^{ix}:	 Neil Evans, Director Resources and Housing	Date: 12/08/19	

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- 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} 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).
- ^v 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.
- ^{vi} This may include other elected members, officers, stakeholders and the local community.
- ^{vii} Please include proposed timescales for commencement and / or completion of implementation as appropriate.
- ^{viii} 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.
- ^{ix} 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.