

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 checked="" type="checkbox"/> £25,000 to £100,000 <input 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 Resources & Housing		
Contact person:	Kevin Bruce		Telephone number: 0113 535 0687
Subject²:	Approval for a new Service Level Agreement with LCCU for the value of £71.25K p.a. for a 1 year period commencing on the 1st April 2020 and expiring on the 31st March 2022.		
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 Housing has approved a new Service Level Agreement with Leeds City Credit Union for the value of £71.25k for a 1 year period commencing on the 1 st April 2020 and expiring on the 31 March 2022.		
	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) <ol style="list-style-type: none"> 1. Housing Leeds (HL) currently fund Leeds Credit Union (LCU) to deliver a Money Management and Budgeting Service (MABS) which is delivered via a Service Level Agreement (SLA) at an annual cost of £95k. LCU utilises this to provide 3 officers across all HL offices. 2. Funding was approved in 2019 for 2 years, with further years and the SLA being reviewed on an annual basis. The current SLA and funding are both due to expire on the 31st March 2021. 3. A review of the service has been undertaken with the Assistant Director of LCU. This has identified a continued focus on providing support to all 		


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>tenants with a full range of circumstances and incomes. We are able to ensure that priority tenants are accessing the service as HL staff make direct referrals to the service.</p> <ol style="list-style-type: none"> 4. Ongoing communications continue with Income Champions (IC) and all staff to develop the service, to ensure it supports our priority tenants and our income collection activities. 5. We have reviewed the service with officers in housing teams through a staff survey in July 2020. 6. The MABS has been promoted to both staff and tenants continuously through the current pandemic. Information about MABS has been posted on social media platforms and the team has attended staff training via Skype meetings. 7. A new SLA for 2021/22 has been developed which is attached.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Consideration was given to maintaining funding at the existing level, but this was rejected in favour of applying a 25% reduction in line with other council funding for LCCU.</p>
Affected wards:	The service applies to council tenants in all wards.
Details of consultation undertaken⁴:	<p>Executive Member Cllr D Coupar</p> <p>Ward Councillors n/a</p> <p>Others n/a</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Kevin Bruce, to commence April 2021.</p>
List of	<p>Date Added to List:-</p> <p>n/a</p>

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

Forthcoming Key Decisions⁵	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: n/a	
	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 Gerard Tinsdale, Chief Officer Housing	
	Signature 	Date: 12/11/20

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

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.