

Delegated Decision Notice


This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities & Environment		
Contact person:	David Fryer	Telephone number: 0113 3788395	
Subject²:	COVID Winter Grant Scheme: Fuel Support Payments		
Decision details³:	What decision has been taken? The Director of Communities & Environment approved the use of the Post Office Payout scheme to provide extra support to working-age Council Tax Support (CTS) recipients in Leeds. The total cost is estimated to be £807,605. The Director of Communities & Environment agreed to waive call in for this decision, as any delay in implementing the decision will mean a delay in getting support to vulnerable households in Leeds.		
	A brief statement of the reasons for the decision This report sets out a proposal to provide financial support to working-age Council Tax Support (CTS) recipients in Leeds which will help them to pay their fuel bill over the winter months.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		
Affected wards:	All wards.		
Details of	Executive Member Cllr Debra Coupar 17/12/20		

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.

consultation undertaken⁴:	Ward Councillors	
	Others Chief Officer Customer Access And Welfare 17/12/20	
Implementation	Officer accountable, and proposed timescales for implementation	
List of Forthcoming Key Decisions⁵	Date Added to List:- 17/12/20	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision Any delay in implementing the decision will mean a delay in getting support to vulnerable households in Leeds	
	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:	
	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 James Rogers, Director of Communities & Environment	
	Signature 	Date: 04/01/21

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

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.

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