

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 type="checkbox"/> £25,000 to £100,000 <input checked="" 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	Communities, Housing and Environment		
Contact person:	Jo Rowlands		Telephone number: 0113 37 89219
Subject²:	Household Support Fund- Allocation of funding to the Leeds Food Aid Network		
Decision details³:	<p>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.)</p> <p>A key decision was taken in November 2021 (D54643), for Leeds City Council to accept £7,098,648.16 Household Support Fund from the Department for Work and Pensions (DWP), to be used between October 2021 and the end of March 2022. The purpose of the fund is to provide support for food, fuel and essential items to vulnerable households over the winter months. In addition housing costs can be met in exceptional circumstances.</p> <p>The Chief Officer, Community Hubs, Welfare and Business Support has agreed that £150,000 of the Household Support Fund will be provided to the Leeds Food Aid Network (administered through Unity Poverty Action and Leeds Christian Community Trust) to support charities and third sector providers in the city to support families and individuals most in need with food and essential items over the winter period.</p>		
	<p>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)</p> <p>On 30th September the Government announced that a new Household Support</p>		

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.

Fund will be made available to local authorities in England to support those most in need this winter, with the costs of food, fuel, water, and essential items. Leeds City Council has been allocated circa £7.1million to support vulnerable households between 6th October 2021 and 31st March 2022.

At least 50% of the total funding must be spent on families with children. In terms of type of support, the expectation is that the HSF should primarily be used to support households in the most need with food, energy and water bills. It can also be used to support households with essential costs related to those items and with wider essential costs. In exceptional cases of genuine emergency, it can additionally be used to support housing costs where existing housing support schemes do not meet this exceptional need. The funding can also be used to support families with food support in school holidays.

The Leeds Food Aid Network (FAN) brings different people, initiatives and institutions together who are involved in tackling food insecurity in the city. It includes Food Banks, FareShare, Food Drop In's/Soup Kitchens, Street Outreaches/Soup Runs, Parish/Food Pantries and certain forms of Social Enterprise.

In order to ensure as many people as possible are able to gain support for food and essential items through the Household Support Fund, it has been agreed that £150,000 of funding should be provided to the Leeds Food Aid Network (administered through Unity Poverty Action and Leeds Christian Community Trust). The Leeds Food Aid Network will distribute funding to a wide range of charities and third sector providers who have the established and trusted relationships with vulnerable families and individuals in the city, and who have worked throughout the pandemic to support people. This will ensure a wide range of the city's most vulnerable people receive assistance for food and essential items over the winter period.

The £150,000 of the Household Support Fund will be used to fund over 45 Leeds based organisations with grants of up to £4000 depending on scale and need. The charities and organisations have been identified Unity Poverty Action and Leeds Christian Community Trust in their role as chairing Leeds Food Aid Network. Charities and third sector organisations supporting the following groups or with specific remit listed below will receive funding support.

- Homeless and rough sleepers
- Migrants, Refugees and Asylum Seekers
- Families with children
- Church and faith based organisations
- Established food banks, soup kitchens and food distributors

In addition £15,000 will be allocated to for the purchase of Fuel Bank vouchers which will be distributed by a number of organisations city wide. A maximum of £10,000 will be allocated to administration. In total it is estimated that approximately 30,000 people will receive support.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision

None

Affected wards:	All		
Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Others Key Decision report 'Household Support Funding for Leeds' D54643.		
Implementation	Officer accountable, and proposed timescales for implementation Chief Officer Community Hubs, Welfare and Business Support		
List of Forthcoming Key Decisions⁵	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	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	Authorised decision maker ⁸ Lee Hemsworth, Chief Officer, Community Hubs, Welfare and Business Support		

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.

Decision	Signature <i>LS Hensworth</i>	Date 29/11/2021
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