

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	The Director of Communities, Housing and Environment		
Contact person:	Jo Rowlands	Telephone number: 0113 37 89219	
Subject²:	To provide a total of £150,000 from the Household Support Fund to five advice charities in Leeds.		
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>Leeds City Council has been allocated £7,098,648.16 to spend between 1st April 2022 and 30th September 2022.</p> <p>The Chief Officer Community Hubs, Welfare and Business Support gave approval for funding of £150,000 to five advice charities in Leeds who will receive £30,000 each to provide clients on low incomes and in need with support for food, fuel and essential items. The organisations are;</p> <ul style="list-style-type: none"> ○ Citizens Advice Leeds (£30,000) ○ Chapeltown Citizens Advice Bureau (£30,000) ○ Burmantoft Community Projects (£30,000) ○ Gipsil (£30,000) ○ Better Leeds Communities (£30,000) <p>This is a significant operational decision as a direct consequence of an approved Key Decision – Household Support Fund for Leeds ref D55289</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.

	<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>The decision has been taken so that Leeds City Council can provide vital support to vulnerable people impacted by the cost of living crisis. The decision will allow for the release of funding to partners who will provide food, fuel and essential items directly to their clients.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>None</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member n/a
	Ward Councillors n/a
	Chief Digital and Information Officer n/a
	Chief Asset Management and Regeneration Officer n/a
	Others n/a
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Lee Hemsworth</p>
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
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

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

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 Lee Hemsworth, Chief Officer Community Hubs, Welfare and Business Support	
	Signature 	Date 17/06/2022

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.