

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	The Director of Communities, Housing and Environment		
<b>Contact person:</b>	Jo Rowlands	Telephone number: 0113 37 89219	
<b>Subject<sup>2</sup>:</b>	To provide a total of £1,110,000 from the Household Support Fund to the Leeds Food Aid Network, Voluntary Action Leeds and Forum Central.		
<b>Decision details<sup>3</sup>:</b>	<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>The Chief Officer Community Hubs, Welfare and Business Support gave approval to provide funding of £1,110,000 to three organisations in Leeds to distribute funding to a range of third sector organisations and charities 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"> <li>• Leeds Food Aid Network - £490,000</li> <li>• Forum Central- £300,000</li> <li>• Voluntary Action Leeds- £320,000</li> </ul> <p>Leeds City Council has been allocated £7,098,648.16 to spend between 1<sup>st</sup> October 2022 and 31<sup>st</sup> March 2022</p> <p>This is a significant operational decision as a direct consequence of a key decision relating to the Household Support Fund for Leeds, ref D55289 and therefore not open to call in</p> <p>For more information please refer to that decision.</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>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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


<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<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 three organisations in Leeds who will support a wide range of third sector organisations and charities to 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>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member n/a
	Ward Councillors n/a
	Chief Digital and Information Officer n/a
	Chief Asset Management and Regeneration Officer n/a
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Lee Hemsworth</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<b>Publication of report<sup>6</sup></b>	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>

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

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<b>Call In</b>	Is the decision available <sup>7</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Chief Officer Community Hubs, Welfare and Business Support - Lee Hemsworth,		
	Signature	Date	
		01/12/2022	

<sup>7</sup> 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.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.