

## 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 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
<b>Director<sup>1</sup></b>	The Director of Communities, Housing and Environment		
<b>Contact person:</b>	Nick Hart		Telephone number: 07712 214 916
<b>Subject<sup>2</sup>:</b>	Mayoral Fund – Additional support for advice services & Warm Space funding		
<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 accept £323,950 funding from the West Yorkshire Mayoral Fund, to cover period November 2022 – April 2023.</p> <p>The funding will be used in the following ways:</p> <ul style="list-style-type: none"> <li>• £75k to Leeds Citizens Advice Bureau (CAB) to cover significant increase in costs (inflation, pay award, venue costs) in the Advice Contract; and</li> <li>• £248,950 Remainder to Voluntary Action Leeds (VAL) to administer funding pots to the Leeds Warm Spaces network.</li> </ul> <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> <ul style="list-style-type: none"> <li>• The Cost of Living Crisis has caused further hardship for families in Leeds. A significant element of this has been the cost of energy. Despite Government support recently being announced many families will still struggle to adequately heat their homes. It is necessary to ensure that</li> </ul>		

<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>there are multiple ‘winter warm’ options in place, particularly for low income households. In Leeds one of these options is the Warm Spaces network: <a href="https://www.leeds.gov.uk/campaign/warm-spaces">https://www.leeds.gov.uk/campaign/warm-spaces</a>. VAL will work with the registered warm spaces network (see map embedded in link above) to offer small pots of funding to help cover running costs incurred whilst operating as a warm space.</p> <ul style="list-style-type: none"> <li>• The Leeds Advice contract is Led by Leeds CAB and is delivered in partnership with Better Leeds Communities, Gipsil and St Vincents. The demand for advice services has been dramatically higher in recent times as families are impacted by the pandemic and now the Cost of Living Crisis. It is absolutely critical that Leeds City Council ensure there is adequate investment in the advice sector to cope with these pressures.</li> </ul> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision None</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member n/a</p> <p>Ward Councillors n/a</p> <p>Chief Digital and Information Officer n/a</p> <p>Chief Asset Management and Regeneration Officer n/a</p> <p>Others</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation Lee Hemsworth</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	<p>Date Added to List:-</p> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</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

	Signature	Date	
<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:		
	If published late relevant Executive member's approval		
	Signature	Date	
<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	
		06.12.2022	

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

<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.