

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 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 type="checkbox"/> £500,000 to £1,000,000 <input checked="" 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 Resources		
Contact person:	Tom Cowen	Telephone number: 0113 378 8795	
Subject²:	Help to Heat Scheme		
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>The Director of Resources gave authority to:</p> <p>a) Enter into a grant agreement with the Department for Energy Security and Net Zero</p> <p>b) Receive up to £15.5m of grant funding and inject the full value of the grant funding into the capital programme and provide authority to spend</p> <p>c) Provide authority to extend existing Housing Leeds contracts where appropriate to allow leaseholder or right to buy properties to be retrofitted using Help to Heat funding</p> <p>d) Provide authority to procure to secure a contractor via the new WYCA Energy Efficiency and Carbon Reduction Framework once available</p> <p>e) Note that the grant provides funding for staff resources and, subject to consultation with the Unions, agree to add up to 4 fixed term posts to the structure to support delivery of the Help to Heat project and provide authority to recruit these posts.</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 council has been awarded up to £15.5 million under a government funded help to heat scheme. This will fund energy efficiency and heating improvements to 750 mostly private homes with EPC of band D or lower and lower than average household incomes. This decision provides the necessary authority to receive and spend the funding and commence work on the project.</p> <p>Certain details of the project are contained in confidential appendix 1, due to a government embargo.</p> <p>Documentation must be returned to government by 17th March. Because of this short timescale this decision is exempt from call-in, and the decision is being made under General Exception provisions</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The council could decide not to sign the grant agreement. Doing so would deprive the city of a large sum of funding to decarbonise homes and reduce fuel poverty and would be highly detrimental to our stated goals in these areas.</p>
Affected wards:	
Details of consultation undertaken⁴:	<p>Executive Member Executive Member for Infrastructure and Climate</p> <hr/> <p>Ward Councillors n/a</p> <hr/> <p>Chief Digital and Information Officer⁵ n/a</p> <hr/> <p>Chief Asset Management and Regeneration Officer⁶ n/a</p> <hr/> <p>Others</p>
Implementation	Officer accountable, and proposed timescales for implementation

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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	Chief Officer Sustainable Energy and Air Quality. Project delivery to commence April 2023 and complete in March 2025	
List of Forthcoming Key Decisions⁷	Date Added to List:- 28 February 2023	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision The signed grant agreement and supporting documentation must be returned to the government by 17 th March 2023. Failing to meet this deadline will delay payment of the grant to the council.	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁸	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 ⁹ 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: Observing the call-in period will cause the council to miss the deadline to return the grant agreement to council and delay the initial grant payment.	
Approval of Decision	Authorised decision maker ¹⁰ The Director of Resources Neil Evans	
	Signature 	Date 10/3/23

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.