

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 Communities, Housing and Environment		
Contact person:	Paul Rounding	Telephone number: 07891 272386	
Subject²:	Ground Source Heat Pump: New heating, hot water and sprinkler installations at Clayton Court and Grange.		
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 Communities, Housing and Environment has approved the decision to enter into a grant agreement, inject grant funding, approve expenditure, and procure a contractor for new heating, hot water and sprinklers installations at Clayton Court and Grange.</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>This project supports tackling the Climate Emergency, a Climate Emergency Impact Assessment has been carried out which recognises that the project supports this ambition by improved energy efficiency and reducing carbon emissions within the council's housing stock. The heat pumps will replace old and inefficient electric storage heaters, cutting tenant fuel bills by an average of £600 and saving 255,868 kWh through project delivery, 2,244 kWh per home pa.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</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.

Affected wards:	Kirkstall		
Details of consultation undertaken⁴:	Executive Member Councillor Lennox		
	Ward Councillors Councillor Bithell, Councillor Rontree Councillor Venner		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation Paul Rounding, Capital Programme Manager Implemented as soon as possible once contract award has been approved.		
List of Forthcoming Key Decisions⁷	Date Added to List:- LOFKD published 23/03/2023.		
	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 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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.

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.

	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 ¹⁰ Director of Communities, Housing and Environment - James Rogers	
	Signature 	Date 20/6/23

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