

## 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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 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>	Tom Cowen	Telephone number: 0113 378 8795	
<b>Subject<sup>2</sup>:</b>	Better Neighbourhoods small grants fund		
<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, Financial Services:</p> <p style="margin-left: 40px;">a) Approved the injection of £604,624 into the capital programme with 100% funding from WYCA to deliver the Community Grants for Climate Projects scheme in Leeds</p> <p>The Director of Communities Housing and Environment granted authority to:</p> <p style="margin-left: 40px;">b) Enter into a Memorandum of Understanding with West Yorkshire Combined Authority that will enable the council to receive Community Grants for Climate Projects funding and setting out the terms and conditions under which it is provided.</p> <p style="margin-left: 40px;">a) Spend £604,624 for provision of the above.</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>Community Grants for Climate Projects (previously known as Better Neighbourhoods) is a project funded by the West Yorkshire Combined Authority which will award grant funding to community organisations for local projects that reduce carbon emissions and support disadvantaged or excluded communities.</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 were used as these matters have been set out in detail.

	<p>The fund, totalling £2 million across West Yorkshire, provides Leeds with an allocation of £604,624, which will be managed and administered by the council.</p> <p>The fund will support projects in four categories: energy, efficient buildings, transport, and nature solutions, for the benefit of disadvantaged or excluded communities. These priorities align strongly with local and regional objectives around inclusive growth, zero carbon, and increased wellbeing.</p> <p>The council is required to enter into a memorandum of understanding with WYCA which will enable us to receive the funding and operate the scheme.</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 have chosen a third party to administer the scheme on our behalf. It was considered better value to operate the scheme in-house.</p> <p>The council could have opted not to participate in Community Grants for Climate Projects. This would have deprived the city of funding to tackle climate change and disadvantage and was not considered a viable option.</p>
<b>Affected wards:</b>	
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>The Executive Member for Climate, Energy, Environment and Green Space was consulted on 24/05/2023</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Others</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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Senior Project Manager Climate Energy and Green Spaces is the accountable officer. The project will run from July 2023 to April 2025		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 2 <sup>nd</sup> June 2023		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
<b>Publication of report<sup>8</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>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> The Chief Officer, Financial Services - Victoria Bradshaw		
	Signature 	Date 14/7/23	
<b>Approval of Decision</b>	Authorised decision maker <sup>11</sup> The Director of Communities Housing and Environment –James Rogers		
	Signature 	Date 13/7/23	

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

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

<sup>9</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>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.

<sup>11</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.