

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" 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 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
Director¹	The Director of Communities, Housing & Environment		
Contact person:	Sarah Duffy	Telephone number: 3788832	
Subject²:	Household Support Fund (HSF) 4 – Winter Projects		
Decision details³:	<p>A Key Decision (D55289) was taken in May 2022 to accept the DWPs Household Support Fund at that time, along with any further extensions of funding for the Household Support Fund.</p> <p>A Significant Operational Decision (D56508) was taken in June 2023 Council and democracy (leeds.gov.uk) setting out how Leeds City Council will allocate £14,197,296 funding from the Department for Work and Pensions (DWP) Household Support Fund between 1st April 2023 and 31st March 2024. This decision outlined the proposed distribution of the HSF across the city to support vulnerable households, aiming to ensure residents most in need receive support directly and based on the experience of running three previous rounds of the fund.</p> <p>This decision outlines the detail of the intended Winter Projects included within Significant Operational Decision (D56508), allocating Household Support Fund 4 funding for winter pressures to enable the Council to address emerging and specific pressures that the winter will bring.</p> <p>The Chief Officer Community Hubs, Welfare and Business Support- has agreed the proposed levels of expenditure for Winter Projects to be spent by 31st March 2024 as follows:</p> <ol style="list-style-type: none"> £198,500 to be paid under a Grant Agreement to Voluntary Action - Leeds comprising £100,600 from Household Support Fund 4 and £97,900 from the West Yorkshire Mayoral Fund to convene a network of small and medium sized third sector and faith organisations to provide Welcome Spaces during the winter of 2023/24. Welcome Spaces operate as open access community venues providing free or pay as you feel refreshments and opportunities for social connection in a warm and welcoming environment. 		

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>2. £80,000 to be paid to Care & Repair (Leeds) Limited to undertake a Heating on Prescription Project as commissioned by Public Health and in line with a priority area of work, namely addressing fuel poverty for those in clinical need.</p> <p>3. £4000 to be paid to West Yorkshire Fire Service to enable the purchase and distribution of Winter Warmth Packs to those deemed in need during a Fire Service Safe & Well Visit, offering immediate, tangible relief pending referral for more comprehensive support to address issues of fuel poverty and/or property maintenance.</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>The HSF funding of £14,197,296 will provide support with the costs of food, fuel and essential items to vulnerable families and individuals in Leeds between 1st April 2023 and 31st March 2024. This decision covers Winter Projects aimed at providing support to households during the winter months, a time when many will be struggling with cost of living pressures and access to fuel.</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>
<p>Affected wards:</p>	<p>All wards will be affected.</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member: The original Household Support Fund delivery plan was signed off by all relevant Executive Members.</p> <p>Ward Councillors N/A</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶ N/A</p>

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.

	Others	
Implementation	Lee Hemsworth, Chief Officer Housing Communities and Environment will oversee the implementation and allocation of Household Support Fund 4 funding between 1 st April 2023 and 31 st March 2024.	
List of Forthcoming Key Decisions⁷	Date Added to List:-	
	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 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:	
Approval of Decision	Authorised decision maker Chief Officer Community Hubs, Welfare and Business Support- Lee Hemsworth,	
	Signature 	Date 20/11/2023

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.