

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 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 checked="" 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	The Director of Communities Housing and Environment		
Contact person:	Paul Harris		Telephone number: 0113 3782010
Subject²:	New Service Level Agreement with Leeds City Credit Union		
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 Chief Housing Officer approved a new Service Level Agreement with Leeds City Credit Union for the value of £74,000.00 for a one-year period commencing on the 1st April 2024 and expiring on the 6th April 2025.</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> <ol style="list-style-type: none"> 1. Housing Leeds (HL) currently fund Leeds City Credit Union (LCCU) to deliver a Money Management and Budgeting Service (MABS) which is delivered via a Service Level Agreement (SLA) at an annual cost of £74,000.00 LCCU utilises this to provide 3 officers working across all HL area teams. 2. Funding was approved in April 2024 for 1 year, with the SLA being reviewed on an annual basis. The current SLA and funding are both due to expire on the 6th April 2025. 3. Supporting LCCU is corporate priority and plays a key role in ensuring that residents of Leeds have access to affordable credit, without the need to resort to loan sharks or illegal money lenders. 4. HL currently manage the relationship with LCCU through regular 		

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>meetings with the Manager of the MABS service. LCC also provide funding to LCCU to support the branch network. This arrangement is overseen and monitored by the LCC Financial Inclusion Team. Conversations with colleagues in Customer Access and Welfare have indicated there is an opportunity to join up the management of the relationship with LCCU and MABS, through a combined review meeting. It is proposed that this would be the means for reviewing the MABS SLA through 2024/25.</p> <p>5. The MABS scheme has been promoted to both staff and tenants through the current Cost of Living Crisis.</p> <p>6. The SLA for 2024/25 is attached.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Consideration was given to increasing the amount of funding for the scheme, but this was rejected, as we need to ensure value for money in the provision of this service and LCCU are able to continue to provide the same level of service for the same funding.</p> <p>Consideration was given to reducing the amount of funding for the scheme, but this was not considered viable as any further reduction would lead to reduced staffing numbers, significantly impacting on the effectiveness of the service to our tenants.</p>
Affected wards:	The service applies to council tenants in all wards.
Details of consultation undertaken⁴:	<p>Executive Member Cllr J. Lennox</p> <p>Ward Councillors n/a</p> <p>Others n/a</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Paul Harris, to commence April 2024.</p>
List of	<p>Date Added to List:- n/a</p>

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

Forthcoming Key Decisions⁵	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision n/a	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible: n/a	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁷ 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 ⁸ Chief Officer Housing- Gerard Tinsdale,	
	Signature 	Date 01/05/24

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

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

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.