

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision² or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input type="checkbox"/> Over £250,000 <input checked="" type="checkbox"/> Below £250,000 and other reason for publication
Decision timetable	Date added to List of Forthcoming Key Decisions:	
	Decision date	Date call in will close
Director³	Director of Communities, Housing and Environment	
Contact person:	Lisa Fisher	Telephone number: 0113 37 89582
Subject⁴:	Approval to award grant funding to Turning Lives Around Ltd for delivery of the Single Homeless Accommodation Programme.	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/> a) The Director of Communities, Housing and Environment is recommended to approve the award of MHCLG SHAP capital grant of up to £146,000.00 to TLA to renovate a building that will provide 5 self-contained flats in the form of a core accommodation-based support for the SHAP project. b) TLA will receive 95% (£138,700) of their funding immediately as work commences and 5% (£7,300) on completion, by way of a grant agreement. Completion will be no later than 31 st March 2025. The service will commence on 1 st April 2025. c) It is noted that this report follows an earlier Key Decision taken on 21 st February 2024 that sought the approval to accept £6,544,976.00 funding from MHCLG and Homes England for SHAP. Decision reference D57189.	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
	The decision maker has approved the recommendations set out in the report attached with effect from the decision date.	


¹ Complete for ALL publishable decisions (key and administrative)

² The DDN should be completed, signed and published together with the supporting report **five clear days in advance** of a key decision being taken and made available for call in, unless special urgency applies. For publishable administrative decisions the DDN and report should be published as soon as practicable after the decision has been taken.

³ Director with delegated responsibility set out in Constitution for function to which decision relates.

⁴ 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

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Approval of publication of Decision	<p>In addition, the decision maker approves the decisions set out below:</p> <p>This decision is a Publishable Admin Decision made as a direct consequence of a previous key decision that was published on the list of forthcoming key decisions on 20th November 2023 and was subject to call in. The Key decision was published on 21st February 2024.</p>	
	Authorised decision maker ⁵ The Director of Communities Housing and Environment – James Rogers	Signature 

Information for monitoring purposes

Approximate value⁶	Proposed Expenditure £146,000.00	Anticipated Saving	Anticipated Income
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PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of Forthcoming Key Decisions⁷	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p>
	<p>If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred.</p> <p>Relevant Scrutiny Chair: Signature _____ Date _____</p>

Publication of report⁸	<p>If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:</p>
	<p>If report published at short notice relevant Executive member's approval.</p> <p>Relevant Executive Member: Signature _____ Date _____</p>

⁵ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁶ Over lifetime of decision (or one year if decision open-ended)

⁷ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁸ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

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Call In⁹	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in¹⁰ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):		

Following Call In¹¹	If decision confirmed by Director following call-in , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:		
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred:		
	Relevant Executive Member:		
	Signature	Date	

⁹ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

¹⁰ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹¹ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.