

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 checked="" 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 - James Rogers		
Contact person:	Jennifer Jennings - Migration Project Officer Nadeem Siddique – Head of Services, Community Relations and Cohesion	Telephone number: 07891 275424	
Subject²:	Leeds City Council becoming an awarded member of the City of Sanctuary Local Authority Network		
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 endorsed the local authority plan in its application to become an awarded member of the City of Sanctuary UK Local Authority Network and deliver as an Executive function.</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>A deputation was referred to the Director of Communities, Housing and Environment for consideration to apply to become an awarded member of the City of Sanctuary UK Local Authority Network as an affirmative. A response was referenced in the <u>annual report on migration</u> to Executive Board on 18 October 2023.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>		
Affected wards:	Citywide		

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.

Details of consultation undertaken⁴:	Executive Member Councillor Mary Harland (Executive Member for Communities, Housing, and Environment) and political representative on the Leeds Strategic Migration Board.	
	Ward Councillors A deputation was taken to full council on the 13 September 2023.	
	Chief Digital and Information Officer ⁵	
	Chief Asset Management and Regeneration Officer ⁶	
	Others Chief Officer for Safer Stronger Communities and chair of the Leeds Strategic Migration Board were consulted.	
Implementation	Officer accountable, and proposed timescales for implementation The process of becoming an awarded member of the City of Sanctuary Local Authority Network takes approximately 12 months. The award period lasts for three years, and the council will need to renew the awarded membership every three years. The steering group established consists of a range of partners from the third sector, Safer Stronger Communities (Migration) team and is chaired by the Executive Board member for Communities.	
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

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: significant operational decision guidance.	
Approval of Decision	Authorised decision maker ¹⁰ Director of Communities, Housing, and Environment – James Rogers	
	Signature 	Date: 16/04/2024

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