

DELEGATED DECISION NOTIFICATION

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Director of Environment and Neighbourhoods
SUBJECT ⁱⁱ :	Write Off of Former Tenants Rent Arrears for Housing Leeds South and South East Area
DECISION DETAILS ⁱⁱⁱ :	The Director of Environment and Housing agreed to approve the write off irrecoverable Former Tenants Arrears in the sum of £11,468.85 represented by 29 accounts.
TYPE OF DECISION:	<input type="checkbox"/> Council function (not subject to call-in) <input type="checkbox"/> Executive decision (Key) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Executive decision (Significant Operational ^{vi} – not subject to call-in)
	<input type="checkbox"/> Admin decision
NOTICE ^{vii} / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: Click here to enter a date. If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:- Click here to enter text. If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:- Click here to enter text.
AFFECTED WARDS:	Various

DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted:	Interest disclosed? ^{viii} <input type="checkbox"/> Yes (Date of dispensation: Click here to enter a date.) <input type="checkbox"/> No
	Ward Councillor	Date consulted: Click here to enter a date.	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: Click here to enter a date.) <input type="checkbox"/> No
	Others ^{ix} (please specify: Click here to enter text.)	Date consulted: Click here to enter a date.	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: Click here to enter a date.) <input type="checkbox"/> No
CAPITAL FUNDING APPROVAL REQUIRED:	Funding approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes to either, you must complete the Financial Development Funding Approval box below)		
FINANCIAL DEVELOPMENT FUNDING APPROVAL / INJECTION (CAPITAL SCHEMES ONLY):	(Name: Click here to enter text.)	Scheme Number: Click here to enter text. CSR Number: Click here to enter text. Date: Click here to enter a date.	
CONTACT PERSON:	Cliff Allsopp	Telephone number ^x : 24 76214	
DECISION MAKER / AUTHORISED SIGNATORY ^{xi} :	(Name: Neil Evans)	Date: 30/04/14	

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ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

ⁱⁱ A brief title should be inserted here. 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.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.2.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

^{vii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{viii} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^{ix} This may include other elected Members, officers, stakeholders and the local community.

^x Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

^{xi} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.