

## 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 <sup>i</sup> :	Director of City Development.
SUBJECT <sup>ii</sup> :	Minor S278 Highways works – for a KFC drive-thru restaurant, on the Cardigan Fields Leisure Site, Off Kirkstall Road, Burley, Leeds  Capital Scheme Number : 32103
DECISION DETAILS <sup>iii</sup> :	<p>The Chief Officer (Highways and Transportation):</p> <ul style="list-style-type: none"> <li>i) noted the highway works as outlined in Section 3.1 and indicated on drawing reference: T198E-9000 Rev D;</li> <li>ii) gave authority to negotiate the terms of and enter into a minor agreement with the developer under the provisions of Section 278 of the Highways Act 1980, whereby the works associated with the development are carried out by the Developer at the full cost of the developer, and the design checked and construction inspected by the Council (with the power to intervene if necessary);</li> <li>iii) gave authority to implement the works as set out in Section 3.1;</li> <li>iv) approved an injection of £16,000 into the City Development Department Capital Programme comprising £10,000 staff fees to check and inspect the highway works, and £6,000 to prepare, advertise, make and seal the TRO, all to be fully funded by the developer;</li> <li>v) gave authority to incur expenditure of £10,000 staff costs and £6,000 legal costs, all to be fully rechargeable to the developer from a Section 278 agreement;</li> <li>vi) instructed the City Solicitor to draft and advertise two TROS (Traffic Regulation Orders) for the introduction of No Waiting at Any Time and loading restrictions and the prohibition of motor vehicles (no left turn) except for cycles restriction as indicated on drawing no. T198E-9000 Rev D and if no valid objections are received to make, seal and implement the Orders as advertised; and</li> <li>vii) gave authority to increase the adopted highway boundary area to that shown on drawing ref. T198E-9000 Rev D.</li> </ul>
TYPE OF DECISION:	<input type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No

	<input checked="" type="checkbox"/> Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication or call-in)		
NOTICE <sup>viii</sup> / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions:  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:-  If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-		
AFFECTED WARDS:	Kirkstall		
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted: 23/10/2014	Interest disclosed? <sup>x</sup> <input type="checkbox"/> Yes (Date of dispensation: ) <input checked="" type="checkbox"/> No
	Ward Councillor	Date consulted: 08 July 2014	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input checked="" type="checkbox"/> No
	Others <sup>x</sup> (please specify: ) Emergency Services and Metro (WYPTE):	Date consulted: 08 July 2014	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input checked="" type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name: ) (Title: )	Capital Scheme Number: XXXXX / XXX / XXX  Date:	
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation  Timescales for implementation <sup>xi</sup>		
CONTACT	Richard Webster	Telephone number <sup>xii</sup> :247 7187	

PERSON:		
DECISION MAKER / AUTHORISED SIGNATORY <sup>xiii</sup> :	 (Name: Gary Bartlett )	Date: 28/10/2014

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

<sup>ii</sup> 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.

<sup>iii</sup> 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.

<sup>iv</sup> See the Executive and Decision Making Procedure Rules for eligibility. 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.

<sup>v</sup> 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 5<sup>th</sup> working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>vi</sup> If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

<sup>vii</sup> Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.

<sup>viii</sup> 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.

<sup>ix</sup> 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.

<sup>x</sup> This may include other elected Members, officers, stakeholders and the local community.

<sup>xi</sup> Please include proposed timescales for commencement and / or completion of implementation as appropriate.

<sup>xii</sup> 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.

<sup>xiii</sup> 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.