## **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>1</sup> :	Director of Children's Services			
SUBJECT":	Approval of a care plan where the expenditure is up to £250,000			
DECISION	The Chief Officer Children's Social Work Service agreed the recommendation			
DETAILS":	of a report relating to the placement of a child/young person. The individual			
	costs of the place are £244,460.			
	It is considered in the public interest that information contained in the report is			
	exempt from publication as it relates to a vulnerable child or young person of			
	the City and the actions being taken to enable that person to live in a safe			
	environment.			
TYPE OF	☐ Key Decision (Executive)			
DECISION:	Is the decision eligible for call-in?iv Yes No			
	Is the decision exempt from call-in? <sup>v</sup> Yes  No			
	Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-			
	in)			
	Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication			
	or call-in)			
NOTICE <sup>viii</sup> / CALL-	Date the decision was published in the List of Forthcoming Key Decisions:			
IN (KEY				
DECISIONS	If not on the List of Forthcoming Key Decisions for at least 28 clear days, the			
ONLY):	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:				

CONSULTATION UNDERTAKEN:  Ward Councillor  Date consulted: Interest disclosed? Yes (Date of dispensation: ) No  Others' (please Date consulted: Interest disclosed? Yes (Date of dispensation: ) No  CAPITAL INJECTION APPROVAL REQUIRED:  CAPITAL INJECTION APPROVAL RECUIRED:  CAPITAL INJECTION APPROVAL (If yes, you must complete the Approval box below) RECUIRED:  CAPITAL INJECTION APPROVAL (Name: ) (Title: ) Date:  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  Timescales for implementation (KEY DECISIONS ONLY)  DECISION MAKER / AUTHORISED SIGNATORY' <sup>III</sup> :  INDECTION	DETAILS OF	Executive Member D	Date consulted:	Interest disclosed? <sup>IX</sup>		
Ward Councillor Date consulted: Interest disclosed?    Yes (Date of dispensation: )   No	CONSULTATION			Yes (Date of dispensation: )		
Yes (Date of dispensation: )   No	UNDERTAKEN:			☐ No		
No		Ward Councillor D	Date consulted:	Interest disclosed?		
Others* (please specify: )				Yes (Date of dispensation: )		
Specify: )   Yes (Date of dispensation: )   No   No   No   No   No   No   No				☐ No		
CAPITAL INJECTION Injection approval required? Yes No APPROVAL (If yes, you must complete the Approval box below)  REQUIRED:  CAPITAL INJECTION APPROVAL (Name: ) (Title: ) Date:  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  Timescales for implementation  CONTACT PERSON:  Date: Telephone number  Telephone number  Telephone number  Date: 5/12/15  Date: 5/12/15		Others <sup>x</sup> (please D	Date consulted:	Interest disclosed?		
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APPROVAL REQUIRED:  CAPITAL INJECTION APPROVAL (Name: ) (Title: ) Date:  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  Timescales for implementation  CONTACT PERSON:  DECISION MAKER / AUTHORISED SIGNATORY****:  (If yes, you must complete the Approval box below)  Capital Scheme Number:  XXXXX/XXX/XXX  CAPITAL  (Name: )  Cititle: ) Date:  Contract Title  Contract Title  Supplier  Contract Title  Telephone number***: 01133783485	CAPITAL					
REQUIRED:  CAPITAL INJECTION APPROVAL  (Name: ) (Title: ) Date:  CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)  IMPLEMENTATION (KEY DECISIONS ONLY)  Timescales for implementation  CONTACT PERSON:  DECISION MAKER / AUTHORISED SIGNATORY****  Capital Scheme Number: XXXXX / XXX / XXX / XXX  AXXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX / XXX  AXX / XXX / XXX / XXX / XXX / XXX / XXX  AXX / XXX	INJECTION	Injection approval required?   Yes   No				
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PROCUREMENT   DECISIONS ONLY)   Supplier    IMPLEMENTATION   Officer accountable for implementation   (KEY DECISIONS ONLY)   Timescales for implementation    CONTACT   Leanne Crosswell / Tim Nelson   Telephone number   01133783485    DECISION MAKER   AUTHORISED   SIGNATORY	CONTRACT	Contract Reference Number		Contract Title		
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DECISION MAKER  / AUTHORISED  SIGNATORYxiii:  Date: 5/12/15	CONTACT	Leanne Crosswell / Tim	Nelson	Telephone number <sup>xii</sup> : 01133783485		
/ AUTHORISED SIGNATORYXIII:	PERSON:					
/ AUTHORISED SIGNATORYXIII:						
SIGNATORYXIII:	DECISION MAKER			Date: 5/12/15		
SIGNATURY":	/ AUTHORISED	Ochs				
(Name: Sal Tariq)	SIGNATORYXIII:					
		(Name: Sal Tariq)				

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

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.

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.

VIf 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.

VI 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).

VII 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.

used for internal recording of the decision.

viii 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.

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

xii 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.

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.