


Delegated Decision Notification (DDN)

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 to 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 directorⁱ:	The Director of Children's Services
Subjectⁱⁱ:	Design & Cost Report for Park Spring Primary School Expansion – Enabling works to facilitate the Permanent Expansion Capital Scheme Number: 32450/PAR/ 000
Decision detailsⁱⁱⁱ:	The Director of Children's services agreed to: <ul style="list-style-type: none"> • Approve the Design and Cost Report for the provision of enabling works, the cost being capital of £278k and note the revenue cost of £157k, with the appropriate details of the programme, design and cost as set out in this report. • Note that the revenue costs described in this report will be managed within the overall budget strategy for Children's Services with the options for funding currently being considered with the aim of ensuring a neutral impact by the end of the financial year. • Approve entering into an Early Works Agreement with Clugston Group Limited for £435k. • Note that the enabling works will be completed by 31st August 2016. • Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery. The enabling works will be completed by 31st August 2016 and the main scheme completed by the end of the Autumn Term (December 2017).
Type of decision:	<input checked="" type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Significant operational decision (council or executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in)
Notice^{viii} or call-in (key decisions only):	Date the decision was published in the list of forthcoming key decisions: 13/04/2016 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:	Pudsey	
Details of consultation undertaken:	Executive Member: Cllr Mulherin Date consulted: 07/06/2016	Interest disclosed? ^x <input checked="" type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Others ^x please specify: Date consulted:	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: 32450/ PAR / 000 Date:
Contract details (procurement decisions only)	Contract reference number NA	Contract title: Early Works Agreement for enabling works.
		Supplier Clugston Construction Ltd.
Implementation (key decisions only)	Officer accountable for implementation Chief Officer Projects Programmes and Procurement Unit Timescales for implementation September 2016	
Contact person:	David O'Connor	Telephone number ^{xi} : 07891 278355

Decision maker or authorised signatory^{xii}:	 (Name: Nigel Richardson)	Date: 14/6/16
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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} 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.

^v If the decision is exempt from call-in a reason must be provided in the 'notice or 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 13.4(b), 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.

^{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.

^{ix} 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.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} 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.

^{xii} 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.