# 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.

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|---|---|
| **Lead director[i]:** | Director of City Development |
| **Subject[ii]:** | Preperation of the Leeds Living Business Case to support potential investment in city centre hosuing delivery via the Housing Infrastructure Fund. |
| **Decision details[iii]:** | The Director of City Development has agreed to waive Contracts Procedure Rules 8.1 and 8.2 Intermediate value Procurements between £10,000 and £100,000 to agree to a direct appointment. |
| **Type of decision:** | ☐ Key decision (executive)<br><br>Is the decision eligible for call-in?[iv]  ☐ Yes  ☐ No<br><br>Is the decision exempt from call-in?[v]  ☐ Yes  ☐ No<br><br>☒ Significant operational decision (council or executive[vi] – not subject to call-in)<br><br>☐ 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:<br><br>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:<br><br>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public: |
| **Affected wards:** | City and Hunslet<br>Burmantofts & Richmond Hill<br>Beeston & Holbeck |

| **Details of consultation undertaken:** | Executive Member | Date consulted: | Interest disclosed?[ix] |
|---|---|---|---|
| | Cllr Richard Lewis | 19/07/17 | ☐ Yes Date of dispensation: |
| | Cllr Debra Coupar 19/07/17 | | ☒ No |
| | Ward Councillor | Date consulted: | Interest disclosed? |
| | | | ☐ Yes Date of dispensation: |
| | | | ☐ No |

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|---|---|---|---|
| | Others[x] please specify: | Date consulted: | Interest disclosed?<br>☐ Yes Date of dispensation:<br>☐ No |
| **Capital injection approval required:** | Injection approval required? ☒ Yes ☐ No<br>(If yes, you must complete the Approval box below) | | |
| **Capital Injection approval** | Name: South Bank HS2 Revenue | Capital scheme number: 16624<br>Date: | |
| **Contract details (procurement decisions only)** | Contract reference number | Contract title | |
| | | Supplier | |
| **Implementation (key decisions only)** | Officer accountable for implementation<br><br>Timescales for implementation[xi] | | |
| **Contact person:** | Christa Jolley | Telephone number[xii]: 0113 3787713 | |
| **Decision maker or authorised signatory[xiii]:** | _[signature]_<br>Name: Martin Farrington | Date: 11/8/17 | |

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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.