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 director[i]:	Programme Director, Strengthening Families Protecting Children
Subject[ii]:	Approval of the Programme Director, Strengthening Families Protecting Children Sub-delegation Scheme
Decision details[iii]:	The Programme Director, Strengthening Families Protecting Children approved the sub-delegation scheme set out as Appendix 1 to the attached report.
Type of decision:	☐ Key decision (executive) Is the decision eligible for call-in?[iv] ☐ Yes ☐ No Is the decision exempt from call-in?[v] ☐ Yes ☐ No ☒ Significant operational decision (council or executive[vi] – not subject to call-in) ☐ 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: 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 not published for 5 clear working days prior to decision being taken the reason why not possible:
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:
Affected wards:	

Details of consultation undertaken:	Executive Member	Date consulted:	Interest disclosed?[ix] ☐ Yes Date of dispensation: ☐ No
	Ward Councillor	Date consulted:	Interest disclosed? ☐ Yes Date of dispensation: ☐ No

	Others[x] please specify: Date consulted: Interest disclosed? ☐ Yes Date of dispensation: ☐ No	
Capital injection approval required:	Injection approval required? ☐ Yes ☒ No (If yes, you must complete the Approval box below)	
Capital Injection approval	Name: Title:	Capital scheme number: XXXXX / XXX / XXX Date:
Contract details (procurement decisions only)	Contract reference number	Contract title: Supplier:
Implementation (key decisions only)	Officer accountable for implementation Timescales for implementation[xi]	
Contact person:	Lindsay Dewar	Telephone number[xii]: 0113 3783586
Decision maker or authorised signatory[xiii]:	Name: Steve Walker	Date: 15/6/20

[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 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.

[xiii] 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.