

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing & Environment		
Contact person:	Andrew Lingham	Telephone number: 0113-378-6370	
Subject²:	Climate, Energy & Green Spaces management structure		
Decision details³:	What decision has been taken? The Director of Communities, Housing & Environment has approved the range of proposed staffing structure changes and post deletions, creations and re-grades set out in sections 2-8 of the decision report, along with implementation of the associated recruitment where relevant.		
	A brief statement of the reasons for the decision: The decision involves implementing changes to the Climate, Energy & Green Spaces senior leadership and management structure in order to reduce the number of JNC level posts, reallocate the associated responsibilities across the remaining leadership team, consolidate the allocation of responsibilities in various areas which are currently being delivered through a range of temporary arrangements, strengthen certain teams in light of the proposed reduction in JNC capacity, and provide overall budget savings. The proposals provide full year savings of £116k per annum.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision: The proposed changes represent what is deemed the best option for ensuring service requirements can continue to be met whilst delivering on service requirements, with details provided within the main report. Failure to make these changes in terms of re-allocation of leadership responsibilities and amendments to roles further down the structure will remove the possibility for reducing the level of JNC posts and delivering the overall staffing budget savings.		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

³ Simply refer to supporting report where used as these matters have been set out in detail.

Affected wards:	N/A		
Details of consultation undertaken⁴:	Executive Member Briefed Feb 2024		
	Ward Councillors N/A		
	Chief Digital and Information Officer ⁵ N/A		
	Chief Asset Management and Regeneration Officer ⁶ N/A		
	Others N/A		
Implementation	Officer accountable, and proposed timescales for implementation Polly Cook, Chief Officer, Climate, Energy & Green Spaces		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of	Authorised decision maker ¹⁰		

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology


⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.

Decision	Director of Communities, Housing & Environment- James Rogers,	
	Signature 	Date 08/3/24