

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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Communities, Housing and Environment		
Contact person:	Simon Frosdick	Telephone number: 3786002	
Subject²:	Leeds Crematoria Improvement Works		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Director Communities Housing and Environment gave approval to inject £737k into capital programme (scheme no 33269/000) and incur expenditure to cover the proposed works.</p> <p>The Director Communities Housing and Environment also gave approval under delegation for the implementation of mercury abatement filtration at Lawnswood Crematorium including ancillary development works across the council's managed crematoria as detailed within the DCR report.</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>There is a need for the installation of mercury abatement filtration equipment at Lawnswood Crematorium, including the installation of NO_x filtration across the council's managed crematoria thereby securing the ability for the council to retain its approval to operate as well as reducing the council's carbon footprint.</p>		

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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision An open tender exercise for the supply and installation of filtration equipment was considered, however, it is deemed to be too high risk for the council to use a supplier other than the original manufacturer of the existing cremator plant to carry out these proposed specialist works.
Affected wards:	Adel and Wharfedale, Beeston and Holbeck, Horsforth.
Details of consultation undertaken⁴:	The Executive Member for Climate, Energy, Environment and Green Space
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others: Procurement Legal team, Finance
Implementation	Officer accountable, and proposed timescales for implementation Head of Bereavement Services and Workshop, estimated time scale is to complete the identified works November 2024.
List of Forthcoming Key Decisions⁷	Date Added to List:- 23 rd September 2022.
	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 _____


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

Call-in	Is the decision available ⁹ for call-in?	<input checked="" 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 Decision	Authorised decision maker ¹⁰ James Rogers, Director Communities Housing and Environment		
	Signature 	Date 14/03/2024	

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.