

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 checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input 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	The Director of Communities Housing and Environment		
Contact person:	Kath Bramall		Telephone number: 0113 378 1110
Subject²:	Leeds City Council Tenancy Strategy Review 2023		
Decision details³:	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 style="text-align: center;">The Chief Housing Officer gave approval to the refreshed Tenancy Strategy following consultation with Registered Providers.</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) This report seeks approval to approve the council's Tenancy Strategy, which sets out the matters which Registered Providers (the council and housing associations) must have regard to in formulating their tenancy policies. The strategy has been refreshed to focus on the matters required by law but maintains LCC's position of offering introductory or secure tenancies and not using fixed term tenancies.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision No major changes to the approach have been identified		

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:	All		
Details of consultation undertaken⁴:	Executive Member – briefed on 23/1/24		
	Ward Councillors		
	Others – Registered Providers were consulted on proposed draft		
Implementation	Officer accountable, and proposed timescales for implementation Chief Officer, Housing responsible for implementation		
List of Forthcoming Key Decisions⁵	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 report⁶	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 ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" 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 ⁸ The Chief Housing Officer – Gerard Tinsdale		
	Signature 	Date 15/3/24	

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.

