

Delegated Decision Notice

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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 type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input checked="" type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Rachael Elliott	Telephone number: 0113 3787306	
Subject²:	Phase 4 School Streets		
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 Chief Officer, Highways and Transportation, was asked to:</p> <ol style="list-style-type: none"> a) Note the contents of this report b) Approve the injection of £48,000 from the West Yorkshire Combined Authority's (WYCA) Active Travel Fund 4 allocation (ATF4) into Leeds City Council's (LCC) Capital Programme c) The injection of these funds will enable the delivery of two additional School Streets in Leeds d) Give approval to spend the additional ATF4 funding allocation of £48,000 e) Approve the proposed locations of additional School Streets f) Give authority for the Head of Transport Planning to make a delegated decision to determine which two sites out of the three proposed progress to implementation g) Give authority to advertise, seal and implement an Experimental Traffic Regulation Order (ETRO) for Phase 4 School Streets providing there are no objections 		

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.

	<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>School Streets Trials were implemented in Leeds in three Phases by Temporary Traffic Regulation Orders (TTROs), six from the 1st June 2020, a further eight from 5th September 2020 and most recently three in September 2023.</p> <p>Recommendations from the evaluation of phase 1 and 2, including selection criteria for future School Streets, were approved by Highways Board in November 2022.</p> <p>Active Travel Funds have been allocated by WYCA for 2 further School Streets (Phase 4) in Leeds. These schemes needed to be fully committed by Easter 2024 and need to be implemented by the end of March 2025.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>The alternative would be discontinuing the implementation of School Streets in Leeds and continuing to address school gate parking issues with other parking restrictions and travel behaviour change interventions. Leeds City Council would be unable to draw down £70,000 of funding secured by the WYCA for additional School Streets.</p>
<p>Affected wards:</p>	<p>Armley, Middleton Park, Weetwood</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member:</p> <p>Councillor Helen Hayden has received regular updates on the trials and evaluation.</p> <hr/> <p>Ward Councillors:</p> <p>Members for wards where the Phase 4 schools are proposed to be located received information about the Phase 4 School Street proposals in January. Dialogue with ward members about detailed matters is continuing as schemes are developed.</p>

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


	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others: Schools, governors and residents: Meetings have been held with senior school staff and some governors of the participating schools and they have either signed or provided their support and willingness to sign the School Streets Memorandum of Understanding, which outlines the expectations on the school, its staff and volunteers. Parent/carer and resident/business surveys will be conducted at all sites being progressed.
Implementation	Officer accountable, and proposed timescales for implementation Gillian Macleod – Transport Development Services Manager The School Streets will be implemented in the summer school term of 2024. The Influencing Travel Behaviour (ITB) Team are responsible for implementation with support from Traffic Engineering.
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 In order to draw down on ATF4 funds, schemes must be fully implemented by Easter 2025.
	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 _____

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 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 ¹⁰ Gary Bartlett, Chief Officer – Highways & Transportation		
	Signature	Date	
		21 st March 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.