

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	Director of City Development		
Contact person:	Karen Hocker	Telephone number: 0113 3787682	
Subject²:	St Matthew's Church of England (Aided) Primary School, Wood Lane LS7 3QF		
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 Head of Asset Management has given approval to the freehold disposal of St Matthew's CofE (Aided) Primary School (excluding the playing fields) to the Diocese of Leeds at nil consideration in line with the Acts and Regulations on the terms outlined in this report.</p> <p>b) And given approval to the leasehold disposal of the playing fields at the school site to the Leeds Diocesan Learning Trust (LDLT) enabling it to run the school as an academy school on a 125 year lease at nil consideration in line with legislation and on the terms outlined within this report.</p> <p>c) And given approval to enter into a Licence agreement with the Diocese granting access for Leeds City Council to reach retained land.</p> <p>d) And given approval to enter into a User Agreement with LDLT to regularise its shared use of playing fields at Stainbeck Lane.</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>The freehold transfer of part of the site follows the Council's statutory obligations in line with the Schools Standards and Frameworks Act 1998 and the Schools Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007.</p> <p>The leasehold transfer of part of the site follows the Council's statutory obligations in line with the Academies Act 2010.</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.


	The Licence and User Agreement are secondary agreements put in place to protect the Council's access to its own land, and to allow the school to continue to use off-site playing fields.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Not applicable
Affected wards:	Harewood
Details of consultation undertaken⁴:	Executive Member: N/A
	Ward Councillors: Cllr Dowson Cllr Rafique Cllr Taylor 8/9/23
	Chief Digital and Information Officer ⁵ N/A
	Chief Officer Asset Management & Regeneration Approved in accordance with the sub-delegations within the Service.
	Others:
Implementation	Officer accountable, and proposed timescales for implementation K Hocker – deadline is DfE-led
List of Forthcoming Key Decisions⁶	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 report⁷	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 Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call-in	Is the decision available ⁸ 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		
	Mark Mills, Head of Asset Management and Regeneration		
	Signature	Date	
		14/3/24	

⁸ 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.