## **Delegated Decision Notification (DDN)**

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead director <sup>i</sup> :	City Solicitor			
Subject <sup>ii</sup> :	Amendments to the Constitution			
Decision details <sup>iii</sup> :	The Head of Governance and Scrutiny Support has approved an amendment to			
	the Constitution as detailed in the appendix to and for the reasons set out in the			
	report attached.			
Type of	Key decision (executive)			
decision:	Is the decision eligible for call-in? <sup>iv</sup> Yes  No			
	Is the decision exempt from call-in? <sup>v</sup> Yes No			
	Significant operational decision (council or executive <sup>vi</sup> – not subject to call-			
	in)			
	Administrative decision (council or executive <sup>vii</sup> – not subject to publication or			
	call-in)			
Notice <sup>viii</sup> or call-	Date the decision was published in the list of forthcoming key decisions:			
in (key decisions				
only):	If not on the list of forthcoming key decisions for at least 28 clear days, the			
	reason why it would be impracticable to delay the decision:			
	If exempt from call-in, the reason why call-in would prejudice the interests of the			
	council or the public:			
Affected wards:	None			
Details of	Executive Member	Date consulted:	Interest disclosed? <sup>ix</sup>	
consultation			Yes Date of dispensation:	
undertaken:			□ No	
	Ward Councillor	Date consulted:	Interest disclosed?	
			Yes Date of dispensation:	
			□ No	
	Others <sup>x</sup> please	Date consulted:	Interest disclosed?	
	specify:		Yes Date of dispensation:	
			🗌 No	
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Capital injection				
	Injection approval required? 🗌 Yes 🛛 No			
approval				
required:	(If yes, you must complete the Approval box below)			
Capital		Capital scheme number:		
Injection		XXXXX / XXX / XXX		
approval	Name:			
	Title:	Date:		
Contract details	Contract reference number	Contract title		
(procurement				
decisions only)	NA			
		Supplier		
Implementation	Officer accountable for implementation			
(key decisions				
only)	Timescales for implementation <sup>xi</sup>			
Contact person:	Kate Sadler	Telephone number <sup>xii</sup> : 0113 37 88663		
Decision maker	Head of Governance and Scrutiny	Date: 5/7/18		
or authorised	Support			
signatory <sup>xiii</sup> :				
	Malli			
	- mar i vo han di			
	Name: Andy Hodson			
	-			

<sup>&</sup>lt;sup>i</sup> The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

<sup>&</sup>lt;sup>ii</sup> A brief title should be inserted here. 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.

<sup>&</sup>lt;sup>iii</sup> Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

<sup>iv</sup> See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

<sup>v</sup> If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5<sup>th</sup> working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6<sup>th</sup> working day.

<sup>vi</sup> If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).

<sup>vii</sup> Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.

<sup>viii</sup> All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
<sup>ix</sup> No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

\* This may include other elected members, officers, stakeholders and the local community.

<sup>xi</sup> Please include proposed timescales for commencement and / or completion of implementation as appropriate.

x<sup>ii</sup> Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

<sup>xiii</sup> The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.