


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.

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|---|---|-----------------|--|
| Lead directorⁱ: | Director of City Development | | |
| Subjectⁱⁱ: | Leisure Centre Charging Review | | |
| Decision detailsⁱⁱⁱ: | The Chief Officer for Culture and Sport: 1. Approved the implementation price increases as set out in the report for March 2019. 2. Approve the proposed changes to the LeedsCard with a further review of the LeedsCard extra to be taken in early 2019. | | |
| Type of decision: | <input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive ^{vi} – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive ^{vii} – not subject to publication or call-in) | | |
| Notice^{viii} or call-in (key decisions only): | | | |
| Affected wards: | All | | |
| Details of consultation undertaken: | Executive Member | Date consulted: | Interest disclosed? ^{ix} |
| | Cllr Rafique | 10/01/2019 | <input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No |
| | Ward Councillor | Date consulted: | Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No |
| | Others ^x please specify: | Date consulted: | Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No |
| Capital injection | Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |

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|---|---|---|
| approval required: | (If yes, you must complete the Approval box below) | |
| Capital Injection approval | Name: Title: | Capital scheme number: Date: |
| Contract details (procurement decisions only) | Contract reference number | Contract title |
| | | Supplier |
| Implementation (key decisions only) | Officer accountable for implementation Timescales for implementation ^{xi} | |
| Contact person: | Steven Baker | Telephone number ^{xii} : 0113 378 0293 |
| Decision maker or authorised signatory^{xiii}: | Name: Cluny Macpherson  | Date: 24 11 18 |

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ 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.

ⁱⁱⁱ 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.

^{iv} 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.

^v 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 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} 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).