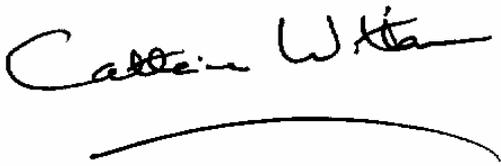


## Delegated Decision Notification (DDN)

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.

<b>Lead director<sup>i</sup>:</b>	Catherine Witham
<b>Subject<sup>ii</sup>:</b>	Nomination of one additional Deputy Monitoring Officer
<b>Decision details<sup>iii</sup>:</b>	<p>The workload in relation to Monitoring Officer work remains significant given the role covers not only Leeds City Council, but also all the Parish and Town Councils within the Leeds City Council local authority area.</p> <p>The recent changes to the senior management arrangements of Democratic Services and the nomination of a single Head of Democratic Services has reduced the capacity available to that individual to undertake solely the role of Deputy Monitoring Officer (DMO).</p> <p>It has therefore become necessary to nominate one additional individual to the role of DMO to increase capacity in order to ensure a consistently high level of service and to increase the resilience of the function.</p> <p>There are no cost implications and no additional remuneration will be paid as a result of this decision. The role of the DMOs shall be carried out by Heads of Service within Legal and Democratic Services. The current grade of those posts are Dir 60%.</p> <p>The legal position requires that where two DMOs have been nominated, members and senior officers should have clarity about with whom they should consult in the absence of the Monitoring Officer (MO). There are therefore two options:</p> <ul style="list-style-type: none"> <li>• first, designate each DMO responsible in the absence of the MO for different specific functions; or</li> <li>• second, maintain as much flexibility as possible and simply nominate a 'lead DMO' on a rotating basis which can be altered to accommodate leave or other absence. (That would not mean that the DMO who is not the 'lead' on a particular day is not a DMO and/or is not undertaking DMO work. It is expected that the DMOs will operate seamlessly with the MO so that the identity of a 'lead DMO' on any particular day should have little if any consequence in practice).</li> </ul> <p>Having consulted with the relevant Heads of Service and in order to maximise flexibility and resilience, it is proposed to implement the second option.</p> <p>Prior to taking this decision, the following people were consulted and all were supportive of the proposal to nominate one additional DMO:</p> <ul style="list-style-type: none"> <li>• Cllr James Lewis, Deputy Leader and Executive Member for Resources</li> <li>• Cllr Elizabeth Nash, Chair of Standards and Conduct Committee</li> <li>• Gordon Tollefson, Independent Person</li> <li>• Tom Riordan, Chief Executive</li> <li>• Neil Evans, Director of Resources and Housing</li> </ul>

	For the reasons set out above, it is proposed that the MO nominate one additional DMO and that this change is implemented by way of an amendment to the sub-delegation scheme of the City Solicitor and Monitoring Officer, to add Nicole Walker, Head of Service (Legal) as DMO, in addition to the Head of Democratic Services.		
<b>Type of decision:</b>	<input type="checkbox"/> Key decision (executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Significant operational decision (council or executive <sup>vi</sup> – not subject to call-in) <input type="checkbox"/> Administrative decision (council or executive <sup>vii</sup> – not subject to publication or call-in)		
<b>Notice<sup>viii</sup> or call-in (key decisions only):</b>	Date the decision was published in the list of forthcoming key decisions:  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:		
<b>Affected wards:</b>	N/A		
<b>Details of consultation undertaken:</b>	Executive Member	Date consulted:	Interest disclosed? <sup>ix</sup>
	Cllr James Lewis	6.8.19	<input type="checkbox"/> Yes Date of dispensation: <input checked="" type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed?
	N/A		<input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No

	<p>Others<sup>x</sup> please specify:</p> <p>Cllr Elizabeth Nash, Chair of Standards and Conduct Committee Date consulted: 6.8.19</p> <p>Gordon Tollefson, Independent Person Date consulted: 2.8.19</p> <p>Tom Riordan, Chief Executive Date consulted: 5.8.19</p> <p>Neil Evans, Director of Resources &amp; Housing Date consulted: 5.8.19</p>	<p>Interest disclosed?</p> <p><input type="checkbox"/> Yes Date of dispensation:</p> <p><input checked="" type="checkbox"/> No</p>
<b>Capital injection approval required:</b>	<p>Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <u>No</u></p> <p>(If yes, you must complete the Approval box below)</p>	
<b>Capital Injection approval</b>	<p>N/A</p> <p>Name:</p> <p>Title:</p>	<p>Capital scheme number:</p> <p>N/A</p> <p>Date:</p>
<b>Contract details (procurement decisions only)</b>	<p>Contract reference number</p> <p>N/A</p>	<p>Contract title</p>
		<p>Supplier</p>
<b>Implementation (key decisions only)</b>	<p>Officer accountable for implementation</p> <p>N/A</p>	
<b>Contact person:</b>	<p>Catherine Witham</p>	<p>Telephone number<sup>xi</sup>:</p> <p>0113 2474537</p>
<b>Decision maker or authorised signatory<sup>xii</sup>:</b>	<p>Name: Catherine Witham</p> 	<p>Date:</p> <p>5.8.2019</p>

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- <sup>i</sup> The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.
- <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>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.
- <sup>x</sup> This may include other elected members, officers, stakeholders and the local community.
- <sup>xi</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>xii</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.