

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 directorⁱ:	Director of Resources and Housing
Subjectⁱⁱ:	Council Housing Growth Programme – Off the Shelf New Build Property Acquisitions
Decision detailsⁱⁱⁱ:	<p>The Director of Resources & Housing:</p> <p>a) Approved the establishment of a new programme of off the shelf, new build property acquisitions, with an initial target of purchasing 150 homes from a range of partners over the next 3 years, and approve the proposed investment of £30m.</p> <p>b) Granted authority to complete on the purchases, and Authority to Spend, in relation to the first batch of 21 acquisitions in Killingbeck and Seacroft ward. A breakdown of these costs and the terms of the acquisitions are detailed in Confidential Appendix A for commercial reasons.</p> <p>c) Delegated decisions to acquire future batches of properties, and to authorise any variations to the terms of the acquisition in relation to the initial batch, to the Director of City Development.</p> <p>d) Supported the use of retained right to buy receipts and/ or any funding bids required to optimise the funding mix for each batch of acquisitions and noted that decisions about the specific funding mix for each batch of properties, and Authority to Spend for the same, will rest with the Director of Resources and Housing (as per the recommendation of Executive Board members outlined at para 4.1.8).</p>
Type of decision:	<input checked="" 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 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):	<p>Date the decision was published in the list of forthcoming key decisions: 17th February 2020</p> <p>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:</p>

	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:	
Affected wards:	First batch of acquisitions will be in Killingbeck & Seacroft ward. Location of future batches TBC	
Details of consultation undertaken:	Executive Member Councillor D Coupar has been consulted on the proposals, most recently on 9 th March 2020	Date consulted: Receives regular briefings & updates on the programme
	Ward Councillors Local Ward Members have been consulted in relation to the first batch of acquisitions in Seacroft, most recently on 9 th March 2020	Date consulted: Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others ^x please specify: Housing Leeds Land and property Legal Services Housing Finance	Date consulted: Regular engagement & updates
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)	
Capital Injection approval	Name: Title:	Capital scheme number: XXXXX / XXX / XXX Date:
Contract details	Contract reference number	Contract title:

(procurement decisions only)		Supplier:
Implementation (key decisions only)	Officer accountable for implementation Mark Denton, Head of Council Housing Growth Timescales for implementation ^{xi} Following call in, the proposal is to exchange contracts for the first batch of 21 acquisitions, and also to complete on the purchase of the first 4 of these properties, by the end of March 2020. Completion on the purchase of the remainder 17 units will be phased over the course of 2020 as the properties are completed	
Contact person:	Mark Denton	Telephone number ^{xii} : 07891 278062
Decision maker or authorised signatory^{xiii}:	 Name: Neil Evans, Director of Resources & Housing	Date: 25/03/20

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).

^{vii} 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.

^{viii} 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.

^{ix} 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.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} 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.

^{xiii} 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.