

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Leader of Council	
Contact person:	Kate Sadler	Telephone number: 0113 37 88663
Subject²:	Leader's Executive Arrangements	
Decision details:	What decision has been taken? ³ The Leader of Council has confirmed that her Executive Arrangements, as set out in the Constitution remain in place for the 2020-21 Municipal Year.	
	A brief statement of the reasons for the decision ⁴ The Leader of Council has reviewed her Executive Arrangements and is satisfied that they remain up to date and fit for purpose. There are no amendments to be made at the current time and they will therefore carry over to the 2020-21 Municipal Year.	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision	
Affected wards:	None	
Details of consultation undertaken⁵:	Executive Member	
	Ward Councillors	
	Others	

¹ With delegated authority set out in Constitution

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 Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

Implementation	Officer accountable, and proposed timescales for implementation		
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)		
	Signature		Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input 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 ⁸ Leader of Council		
	Signature Judith Blake		Date

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.