

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	City Solicitor		
<b>Contact person:</b>	Kate Sadler		Telephone number: 0113 37 88663
<b>Subject<sup>2</sup>:</b>	Consequential Amendments to Constitution.		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The City Solicitor, in her role as Monitoring Officer, has approved an amendment to the Monitoring Officer Protocol as set out at Appendix A attached.</p>		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>Article 15.2.3 provides that the City Solicitor, in her role as Monitoring Officer, is authorised to make any changes to any part of the Constitution which are required:-</p> <ul style="list-style-type: none"> <li>• As a result of legislative change or decisions of the Council or Executive to enable them to maintain it up to date; or</li> <li>• For the purposes of clarification only.</li> </ul> <p>The Leader has amended her executive arrangements to reflect minor changes in structure within Directorates, and to clearly reflect statutory roles and responsibilities. Inter alia these amendments reflect that the Director of Resources and Housing has taken overarching responsibility for Access to information matters with specific areas of responsibility being addressed within his sub-delegation scheme.</p> <p>Consequential amendments to the Monitoring Officer Protocol are therefore required to reflect the altered responsibility for matters relating to Access to Information. Amendments are set out at Appendix C attached.</p> <p>The proposed amendments, in conjunction with the changes made by the</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	Leader to her Executive Arrangements, will maintain the transparency of governance and decision making arrangements in place.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  To leave the Protocol unchanged would lead to potential confusion as to responsibility for Access to Information matters.		
<b>Affected wards:</b>	None		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member		
	Ward Councillors		
	Others  The Chair of the Standards and Conduct Committee has been consulted and is contented with the proposed change.		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation		
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval  Signature _____ Date _____		
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval  Signature _____ Date _____		
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of</b>	Authorised decision maker <sup>8</sup> City Solicitor		

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

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

<b>Decision</b>	<i>Case: Wt</i> <hr/>	Date 22.10.20
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