

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input 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
Director¹	Director of Communities and Environment		
Contact person:	Susanna Benton		Telephone number: 0113 3784771
Subject²:	Ledston Parish Council – Appointment of Interim Councillors		
Decision details³:	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.) The Chief Officer, Elections & Regulatory approved the making of the draft Order attached as Appendix 1, to appoint the Ledston residents named in the Order as interim Parish Councillors until an election has been held to fill the vacancies on 6 May 2021.		
	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) <ul style="list-style-type: none"> • The Local Government Act 1972 (Section 91) allows the district Council to appoint, by order, persons to fill all or any of the vacancies until other councillors are elected and take up office. • Ledston currently has no Parish Councillor and is not operational 		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Not applicable.		

¹ Give title of Director with delegated responsibility for function to which decision relates.

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 Simply refer to supporting report where used as these matters have been set out in detail.


Affected wards:	Kippax & Methley		
Details of consultation undertaken⁴:	Executive Member Cllr James Lewis		
	Ward Councillors Cllr James Lewis, Cllr Mary Harland, Cllr Mirelle Midgeley		
	Others The Ledston residents to be appointed as interim Cllrs.		
Implementation	Officer accountable, and proposed timescales for implementation Mark Turnbull. To be implemented as soon as possible after decision is taken.		
List of Forthcoming Key Decisions⁵	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) approval Signature _____ Date _____		
Publication of report⁶	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 _____		
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:		

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

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

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

⁷ 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.

Approval of Decision	Authorised decision maker ⁸ John Mulcahy, Chief Officer, Elections & Regulatory	
	Signature 	Date 26 January 2021

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