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 director ⁱ :	Chief Officer of Ass	et Management and	Regeneration	
Subject ⁱⁱ :	Extra Care Package One – request for additional commuted sums for the use at Seacroft Crescent, Seacroft to assist in the delivery of 64 Extra Care units			
Decision details ⁱⁱⁱ :	The Chief Officer of Asset Management and Regeneration is recommended to:			
	 Approve the release of commuted sums for the development of the Extra Care scheme at Seacroft Crescent, Seacroft. Grant authority for a deed of variation to be signed between the consortium and Leeds City Council to agree the additional funding. 			
Type of	Key decision (executive)			
decision:	Is the decision eligible	e for call-in? ^{iv} □ ∖	Yes 🗌 No	
	Is the decision exempt from call-in? ^v □ Yes □ No			
	Significant operational decision (council or executive ^{vi} – not subject to call-			
	in)			
	Administrative decision (council or executive ^{vii} – not subject to publication or			
	call-in)			
Notice ^{viii} or call-	Date the decision was published in the list of forthcoming key decisions:			
in (key decisions				
only):	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 projudice the interacte of the			
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:			
Affected wards:	Killingbeck and Seacroft			
Details of	Executive Member	Date consulted:	Interest disclosed? ^{ix}	
consultation			Yes Date of dispensation:	
Consultation				

undertaken:	Ward Councillor	Date consulted:	Interest disclosed?
	Consultation has taken	Quarterly briefings	are 🗌 Yes Date of dispensation:
	place with the Killingbeck and Seacroft	taking place, with th	ne 🗌 No
	Members throughout the	last briefing in	
	duration of the project	November 2020	
	with quarterly briefings		
	taking place and are		
	supportive of the		
	proposals for the		
	scheme.		
	Others ^x please	Date consulted:	Interest disclosed?
	specify:		Yes Date of dispensation:
	Legal Services		□ No
Capital injection			
approval	Injection approval required? 🗌 Yes 🛛 No		
required:	(If yes, you must complete the Approval box below)		
Conital			Conital ashama number
Capital			Capital scheme number:
Injection			XXXXX / XXX / XXX
approval	Name:		
	Title:		Date:
Contract details	Contract reference nu	Imber	Contract title
(procurement			
decisions only)			
			Supplier
Implementation	Officer accountable for	or implementation	
(key decisions			
only)	Timescales for implementation ^{xi}		
Contact person:	James Anderson		Telephone number ^{xii} :
			0113 37 85960
Decision maker	Name:		Date: 12 February 2021
or authorised	$\square \land \land \land$		
signatory ^{xiii} :	9		

^{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.

* 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.

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.