

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 checked="" 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	Children and Families		
Contact person:	Joel Hanna Head of Service – Children Looked After Services		0113 3783643
Subject²:	Refurbishment of Easdale Childrens Home		
Decision details³:	The Chief Officer, Resources & Strategy provided Authority to Spend £310,000 from capital budget 32453/EAD/000, for the refurbishment of Easdale Children’s Residential Home		
	Works to be carried out by the Councils Internal Service Provider, Leeds Building Services (LBS) in accordance with Contract Procedure Rule 3.1.4		
	<p>A number of Children’s Homes under the Council’s management are in need of refurbishment and the Council has made provision of £1.5m in the capital scheme for this purpose. Childrens and Families have identified Easdale Childrens Home as the first project to be progressed under this programme of work.</p> <p>Work specifications have been developed by NPS Leeds and provided to LBS to provide a detailed cost estimate and carry out the works.</p>		
Affected wards:	Killingbeck and Seacroft		

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

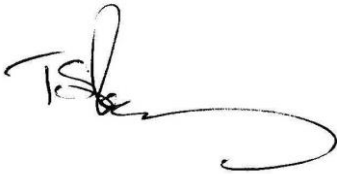
³ Simply refer to supporting report where used as these matters have been set out in detail.

Details of consultation undertaken⁴:	Executive Member
	<p>Ward Councillors:</p> <p>Cllr Paul Drinkwater</p> <p>Cllr Katie Dye</p> <p>Cllr David Jenkins</p> <p>Email correspondence with all three ward members has taken place to make them aware of the project and the expected duration of works. Communications with each ward member remains active to ensure updates on works are provided and to respond to any queries and questions they (Cllrs) may wish to ask.</p>
	<p>Others</p> <p>All neighbours within the cul-de-sac on Easdale Close have been visited by members of staff from Easdale Childrens Residential Home to explain what works are taking place at the home and how long they are due to last.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Juan McCreedy – Project Co-ordinator (Residential Services)</p> <p>Martin Gresswell – Senior Project manager (City Development)</p> <p>Scheduled works will take approximately 15 weeks to complete and are due to commence April 2021.</p>
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
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

	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 checked="" 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 Tim Pouncey – Chief Officer, Resources and Strategy	
	Signature 	Date: 19/3/21

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.

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