

## Delegated Decision Notice (DDN)

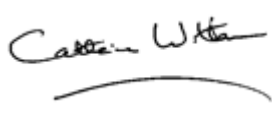
This form is the written record of a key, significant operational or administrative decision taken by an officer.

<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>	Andy Hodson	Telephone number: 88660	
<b>Subject<sup>2</sup>:</b>	Councillor Code of Conduct: Amendments for Clarification		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken? An amendment for the purposes of clarification only to the Councillor Code of Conduct.		
	A brief statement of the reasons for the decision Utilising a document approved by the Local Government Association for adoption by local government, Full Council approved a new Councillor Code of Conduct in March 2021.  Following initial training provided to Members it is apparent that the approved document contained minor omissions which for the purposes of clarification require insertion.  These are detailed in the attached document and detailed in Appendix B.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  The Code of Conduct could have remained unamended but this was discounted.		
<b>Affected wards:</b>	None		

<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.

<b>Details of consultation undertaken<sup>4</sup>:</b>	Leader of Council and Executive Member for Resources		
	Ward Councillors n/a		
	Others Chair of the Standards and Conduct Committee Group Whips		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation City Solicitor		
<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 Decision</b>	Authorised decision maker <sup>8</sup> City Solicitor – Catherine Witham		
	Signature 	Date 30.4.21	

<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.