

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 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
Director¹	City Solicitor		
Contact person:	Paul Simpson		Telephone number: 0113 3367963
Subject²:	Consequential amendments to the Constitution		
Decision details³:	<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.) The City Solicitor, in her role as Monitoring Office, has approved amendments to the Constitution 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) 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"> • as a result of legislative change or decisions of the Council or Executive to enable him/her to maintain it up to date; • or for the purposes of clarification only <p>The Leader has amended his executive arrangements to reflect changes to the Directorates and their functions to come into effect on the 1 April 2021.</p> <p>These amendments are required as a result of the changes made by that decision and are required to ensure consistency across the Constitution following those changes.</p>		

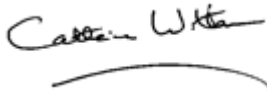
¹ Give title of Director with delegated responsibility for function to which decision relates.

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.

	<p>In reviewing the Constitution for those consequential changes it was also noted that Article 15 Annex 1 had incorrect references to Functions within Part 4 and Article 6 Scrutiny Boards and these have been amended for clarification purposes.</p> <p>The consequential amends to documents are:</p> <p>Part 2 Article 6 Scrutiny Boards</p> <p>Part 2 Article 12 Officers</p> <p>Part 2 Article 15 Review and Revision of the Constitution</p> <p>Part 3 Section 1 Responsibility for Local Choice Functions</p> <p>Part 3 S2A Functions of the Full Council</p> <p>Part 3 S2C(c) Director of Resources Council (non-executive) functions delegation</p> <p>Part 3 S2C(f) Director of Communities, Housing and Environment Council (non-executive) functions delegation</p> <p>Part 3 S2C(g) Director of City Development Council (non-executive) functions delegation</p> <p>Part 3 S3D(a) Community Committee Executive Delegation</p> <p>Part 4d Community Committee Procedure Rules</p> <p>Part 4h Contract Procedure Rules 2020</p> <p>The proposed amends will maintain the transparency of governance within the Constitution by ensuring that the referencing with the Constitution is consistent.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>To leave the remainder of the Constitution unchanged would be the alternative but this would create confusion as the Consitution would not be consistent.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	<p>Others</p> <p>The Leader and the affected Directors have been consulted.</p>

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

Implementation	Officer accountable, and proposed timescales for implementation To come into effect 1 April 2021.	
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:	
Approval of Decision	Authorised decision maker ⁸ Catherine Witham	
	Signature 	Date 13.5.21

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.

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