

## 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>	Chief Executive		
<b>Contact person:</b>	Kevin Tomkinson Deputy Head of Democratic Services	Telephone number: 0113 37 88659	
<b>Subject<sup>2</sup>:</b>	<b>Appointments to West Yorkshire Combined Authority (WYCA) Committees</b>		
<b>Decision details<sup>3</sup>:</b>	At the request of the Labour Group Whip to amend nominations made at the Annual Meeting of Full Council as follows.  <b>Cllr Kayleigh Brooks</b> to be replaced on the Climate, Energy and Environment Committee by <b>Cllr Neil Walshaw</b>  <b>Cllr Neil Walshaw</b> to be replaced on the Employment and Skills Committee by <b>Cllr Kayleigh Brooks</b>		
	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)  To achieve membership on the West Yorkshire Combined Authority Committees.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  Not applicable		
<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>	Labour Group Group Whips		
	Ward Councillors		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Managing Director of the Combined Authority – 24 <sup>th</sup> June 2021		
<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 checked="" 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> Chief Executive – Mr Tom Riordan		
	Signature 	Date 22 <sup>nd</sup> June 2021	

<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.