

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:	Gerard Watson, Principal Governance Officer		Telephone number: 0113 37 88664
Subject²:	Appointments to Committees, Board & Panels during the period between the Annual Council Meeting (20 May 2021) and the first ordinary Council meeting of the 2021/22 Municipal Year		
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.)</p> <p>The City Solicitor is authorised to make or amend Member appointments to committees during the period between the Annual Council Meeting and the first ordinary meeting of Council where a group whip wishes to replace a committee Member with another Member of the same group. (Part 3 Section 2C (e) 4 b)ii) of the Constitution). The City Solicitor has sub delegated that authority to the Head of Democratic Services.</p> <p>The Head of Democratic Services has approved the appointment below in accordance with the delegation scheme, which will last for the remainder of the municipal year:</p> <p>Councillor D Jenkins to replace Councillor J Heselwood on South and West Plans Panel</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>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)</p> <p>Following consultation with the Group Whip, approval of this appointment will look to ensure that meetings of South and West Plans Panel held during the period between the Annual Council Meeting and the first Council of the new Municipal Year can proceed with adequate and appropriate membership levels.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A</p>
Affected wards:	None
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>Others Labour Group Whip</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation: The decision will be implemented immediately after approval and subsequent publication. The relevant officer is the Head of Democratic Services.</p>
List of Forthcoming Key Decisions⁵	<p>Date Added to List:- N/A</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A</p> <p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____ N/A</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
	N/A	
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 Andy Hodson, Head of Democratic Services	
	Signature 	Date 22 June 2021

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.