

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	Director of Communities, Housing and Environment		
Contact person:	Gerard Tinsdale, Chief Officer Housing	Telephone number: 07891 273098	
Subject²:	Kingsdale Court – approval of the suspension of lettings, and the re-housing of residents		
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 Director of Communities, Housing and Environment</p> <ul style="list-style-type: none"> a) Approved the suspension of lettings to the 40 flats in Kingsdale Court that, and the removal of voids from charge, as and when properties are vacant; b) Approved the suspension of lettings to any further flats in Kingsdale Court if acquired by the council in future, together with the removal of any voids from charge; c) Approved Home Loss and Disturbance payments and reasonable expenses to be made to qualifying residents in Kingsdale Court, funded by the Housing Revenue Account (HRA); and d) Approved re-housing and the award of priority status for remaining tenants in Kingsdale Court flats acquired by the council. 		
	<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>		

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.

	Please see the decision report.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Please see the decision report.
Affected wards:	Killingbeck and Seacroft
Details of consultation undertaken⁴:	Executive Member Executive Member for Environment and Housing, consulted July 2021
	Ward Councillors Cllrs Jenkins, Drinkwater and Dye, consulted July 2021
	Others
Implementation	Officer accountable, and proposed timescales for implementation Gerard Tinsdale, Chief Officer Housing, implementation to start July 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 _____

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

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 James Rogers, Director of Communities, Housing & Environment		
	Signature	Date: 13/07/21	
			

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.