

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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 type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input checked="" 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 Outside Bodies – Inner North West Community Committee		
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 has delegated authority to make an appointment to a ‘Community and Local Partnerships’ Outside Body which a Community Committee has authority to make appointments to, where an organisation requires an appointment prior to the next meeting of that Community Committee. This is subject to all Members of that Community Committee being consulted on the proposals. The City Solicitor has sub delegated that authority to the Head and Deputy Head of Democratic Services.</p> <p>The Head of Democratic Services has approved the appointments below in accordance with the delegation scheme:</p> <p>Cardigan Centre – Councillor N Walshaw</p> <p>Swarthmore Education Centre – Counillor A Marshall Katung</p> <p>Ireland Woods Childrens Centre – Councillor E Flint</p> <p>Holt Park LCP & Woodsley LCP – Councillors K Brooks & A Marshall Katung</p> <p>Extended Services North West Cluster – Councillor C Howley</p> <p>Housing Advisory Panels:</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>Little London & Woodhouse – Councillor J Akhtar</p> <p>Headingley & Hyde Park – Councillor A Garthwaite</p> <p>Weetwood – Councillor J Bentley</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)</p> <p>The Inner North West Community Committee held a remote, consultative meeting on 15th July 2021. Although that meeting could not make formal decisions, it did make a number of recommendations for appointments to those Outside Bodies which the Committee has authority to make appointments to. Those Members not present at the Community Committee have also had an opportunity to comment upon the proposals.</p> <p>The proposed appointments are being put forward, in order to ensure that appropriate Council representation upon those Outside Bodies is in place ahead of the next scheduled Community Committee meeting.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p>
Affected wards:	Headingley & Hyde Park; Little London & Woodhouse; Weetwood
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>At the consultative Inner North West Community Committee (15 July 2021), the Committee recommended the appointments, as detailed. Those Members not present at the Community Committee have also had an opportunity to comment upon the proposals.</p> <p>Others</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation:</p> <p>The decision will be implemented immediately after approval and subsequent</p>

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

	publication. The relevant officer is the Head of Democratic Services.	
List of Forthcoming Key Decisions⁵	Date Added to List:- N/A	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____ N/A	
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 _____ 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 27 July 2021

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.