

## Delegated Decision Notice


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 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Karen Hocker		Telephone number: 0113 3878682
<b>Subject<sup>2</sup>:</b>	Former Bramley Housing Office, 202-204 Upper Town Street Bramley LS13 2EP		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  The Chief Officer for Asset Management & Regeneration has given approval to the sale of the subject property by way of auction with the reserve to be set by the Head of Asset Management.		
	A brief statement of the reasons for the decision  The decision was required in order to be able to instruct Legal Services to prepare the auction pack and instruct auctioneer. The property is surplus to council requirements.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  Retention for Council service use - No operational requirement has arisen. Retention and market for letting - This was rejected as it could involve a cost to the Council when the objective is to reduce current budgetary pressures.		
<b>Affected wards:</b>	Bramley and Stanningley		

<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>	Executive Member Cllr D Coupar 18.11.2021		
	Ward Councillors Cllr E Gruen 12.11.2021 Cllr P Ritchie 12.11.2021 Cllr J Heselwood 12.11.2021		
	Others		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation		
<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 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> Angela Barnicle- Chief Officer Asset Management and Regeneration		
	Signature 	Date 20 December 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.