

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Resources		
Contact person:	Craig Simpson		Telephone number: 0113 378 5416
Subject²:	Approval of a new back-office staffing structure within LBS.		
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>a) The Director of Resources approved the proposed changes to the LBS staffing structure to deliver savings and ensure the service can meet demand and operate more efficiently.</p> <p>b) The LBS Service Review and associated budget implications have already been considered and approved via Executive Board as part of the Financial Challenges papers that put forward a number of service reviews for consideration and agreement in December 2020 (D52594). This report is now setting out the final structure proposal to deliver the already agreed service review and budget following consultation with the Trade Unions and is seeking approval to sign off and start implementing the new structure. In light of the above this decision is deemed a significant operational decision.</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 new structure will provide a more effective back-office structure which will provide longer term benefits and service improvement for our customers in addition to generating savings of £753,155.</p> <p>Full details of the proposal can be found within the accompanying delegated decision report.</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.

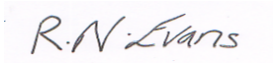
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision	
	N/A	
Affected wards:	City Wide	
Details of consultation undertaken⁴:	Executive Member Cllr Coupar	
	Ward Councillors N/A	
	Others <ul style="list-style-type: none"> • Trade Union consultation has been in depth and will be ongoing through the implementation phase. • Leeds Building Services Key Stakeholders • Finance & HR Colleagues 	
Implementation	Officer accountable, and proposed timescales for implementation Craig Simpson - January 2022	
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 _____	
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

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.

	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 The Director of Resources - Neil Evans	
	Signature 	Date 19/01/22

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.