

## 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 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
<b>Director<sup>1</sup></b>	City Solicitor		
<b>Contact person:</b>	Gerard Watson, Principal Governance Officer	Telephone number: 0113 37 88664	
<b>Subject<sup>2</sup>:</b>	Appointments to Vacancies on Committees, Boards & Panels during the period between the Local Elections (5 <sup>th</sup> May 2022) and the Annual Council Meeting (26 <sup>th</sup> May 2022)		
<b>Decision details<sup>3</sup>:</b>	<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>That following consultation with the relevant Group Whip, the following Councillors be appointed to vacancies during the period between the Local Elections (5th May 2022) and the Annual Council Meeting (26th May 2022), as follows:</p> <ul style="list-style-type: none"> <li>• <b>Councillor K Brooks be appointed to replace Councillor E Nash on North and East Plans Panel; and</b></li> <li>• <b>Councillor S Hamilton be appointed to replace Councillor E Nash on City Plans Panel</b></li> </ul> <p>With the appointments being effective from the date of publication, up to the Annual Council Meeting (26<sup>th</sup> May 2022).</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) In line with the City Solicitor's delegated authority, a decision to appoint to vacancies on the Council's committees, boards and panels during the period between the Local Elections (5 May 2022) and the Annual Council Meeting (26 May 2022) will ensure that those meetings scheduled to be held during that time</p>		

<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.

	<p>can proceed with adequate and appropriate membership levels. Such appointments will last for the period leading up to the Annual Council meeting.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision An alternative option would be to not appoint to such vacancies, however, pursuing this option would present the risk of Committee, Board and Panel meetings taking place during this period which did not have adequate and appropriate membership levels</p>
<b>Affected wards:</b>	None
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member N/a</p> <p>Ward Councillors N/a</p> <p>Chief Digital and Information Officer<sup>5</sup> N/a</p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup> N/a</p> <p>Others Relevant Group Whips, via the relevant Group Office Manager</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Principal Governance Officer. The appointments are effective from the date of publication, up to the Annual Council Meeting (26th May 2022).</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	<p>Date Added to List:- N/a</p> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision N/a</p> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____</p>
<b>Publication of report<sup>8</sup></b>	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible: N/a</p>

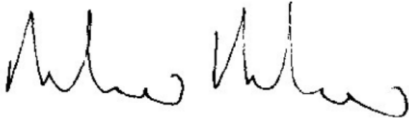
<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> 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
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" 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:  N/a	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Head of Democratic Services, Andy Hodson	
	Signature  	Date 10 May 2022

<sup>9</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>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.