

Delegated Decision Notice

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 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
Director¹	Director of City Development		
Contact person:	Gordon Maclay	Telephone number: 0113 37 88090	
Subject²:	Design & Cost Report for Section 278 Highway Works Associated with the Conversion of two storey office space (Ground and first floor) to 22 No. apartments at Westfield Road, Woodhouse, Leeds, LS2		
Decision details³:	<p>The Chief Officer (Highways and Transportation):</p> <p>a) Noted the detail of the highway works provided in paragraph 1 of this report and as shown on the plan included at Appendix 3 of this report;</p> <p>b) Gave authority to negotiate the terms of and enter into an agreement with the developers under the provisions of Section 278 of the Highways Act 1980; whereby the works associated with the development are carried out by the developer at the developer's expense under Leeds City Council's supervision;</p> <p>c) Gave authority to incur capital expenditure of £5,000 staff costs, all to be fully rechargeable to the developer through the Minor Section 278 Agreement. These are subject to estimated costs; and</p> <p>d) Approved the adoption of new highway construction on land hatched in magenta on drawing number Y622 - BPL - 00 - XX - DR - C - 0004 P3 so that it can be added to the Council's maintenance regime.</p> <hr/> <p>A brief statement of the reasons for the decision:</p> <p>To improve a walking route to the City Centre.</p> <hr/> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A 2.0m footway was considered, but the wider 2.0-2.5m footway was preferred.</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.

Affected wards:	Little London and Woodhouse
Details of consultation undertaken⁴:	Executive Member: Councillor Helen Hayden 20/06/22
	Ward Councillors: Little London and Woodhouse ward members were consulted by email on 4 th April 2022.
	Chief Digital and Information Officer ⁵ : N/A. The scheme does not relate to or affect the Council's use of digital technology.
	Chief Asset Management and Regeneration Officer ⁶ : N/A. The scheme does not relate to or affect the Council's land and buildings.
	Others: The Emergency Services and West Yorkshire Combined Authority (WYCA) were consulted by email on 4 th April 2022. Internal consultation has also been undertaken with colleagues in Highways and Transportation Services by email on 4 th April 2022.
Implementation	Officer accountable, and proposed timescales for implementation: Tammy Wood – the works must be implemented prior to occupation of the development.
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁸	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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

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

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

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>The works are exempt from call in being a consequence of and in pursuance of a regulatory decision.</p> <p>The works contained in this report are are estimated at £5,000, but the impact on the Council's budget and financial risks associated with it are not of this value as the works are fully developer funded. In addition, the works may have an impact on the public, however the scope of the works was confirmed during the planning determination stage, giving the public the opportunity to provide comments. For these reasons, the works contained in this report do not constitute a key decision.</p>		
Approval of Decision	Authorised decision maker ¹⁰ Gary Bartlett, Chief Officer, Highways & Transportation		
	Signature	Date: 13/06/22	
			

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.