

## 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>	Kevin Tomkinson, Deputy Head of Democratic Services	Telephone number: 0113 37 88659	
<b>Subject<sup>2</sup>:</b>	Appointments to Vacancies on Committees, Boards & Panels during the period between the Annual Council Meeting and the first ordinary meeting of Council		
<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, and in line with the City Solicitor's Scheme of Delegation, the Head of Democratic Services / Deputy Head of Democratic Services approve the following appointment:</p> <ul style="list-style-type: none"> <li>• <b>Councillor Dowson to replace Councillor Smart on the Corporate Governance and Audit Committee.</b></li> </ul>		
	<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>In line with the City Solicitor's delegated authority, a decision to amend an appointment on the committees, boards and panels during the period between the Annual Council Meeting and the first ordinary meeting of Council will ensure that those meetings scheduled to be held during that time can proceed with adequate and appropriate membership levels.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative option would be to not appoint to such vacancies, however, pursuing</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.

	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	
<b>Affected wards:</b>	None	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/a	
	Ward Councillors N/a	
	Chief Digital and Information Officer <sup>5</sup> N/a	
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/a	
	Others Relevant Group Whips, via the relevant Group Office Manager	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Deputy Head of Democratic Services. The appointments are effective from the date of publication.	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- N/a	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision  N/a	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible: N/a	
	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

<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

<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.

	<p><b>If exempt from call-in</b>, the reason why call-in would prejudice the interests of the council or the public:</p> <p>N/a</p>	
<p><b>Approval of Decision</b></p>	<p>Authorised decision maker<sup>10</sup>  Head of Democratic Services, Andy Hodson</p>	
	<p>Signature</p> 	<p>Date 14 July 2022</p>

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