

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 type="checkbox"/> Over £500,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	City Solicitor		
Contact person:	Nicole Walker	Telephone number: 0113 37 89025	
Subject²:	Alignment of functions of the officer delegation to the remit of the Council's Scrutiny Boards.		
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>Using the delegated authority set out in Article 15.2.3 of the constitution, and the sub-delegation from the City Solicitor, the Head of Legal Services is amending the way in which two functions within the officer delgation scheme are aligned with the remit of the Council's Scrutiny Boards. The changes reflected in the amended Article 6 at Appendix A (Annex 2) are as below:</p> <ul style="list-style-type: none"> a) The functions of the Director of Resources that relate to Civic Enterprise Leeds and Community Infrastructure Levy are to be removed from the remit of the Environment, Housing and Communities Scrutiny Board. b) The functions of the Director of Resources that relate to Civic Enterprise Leeds are to be included within the remit of the Strategy and Resources Scrutiny Board. c) The functions of the Director of Resources that relate to the Community Infrastructure Levy are to be included within the remit of the Infrastructure, Investment and Inclusive Growth Scrutiny Board. 		

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.


	<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 changes proposed address a historical inconsistency in the alignment of functions with the Council's Scrutiny Boards.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The change is proposed in order to improve the way in which these functions are scrutinised. The alternative would be to leave the remits of the respective boards unchanged, which is not currently regarded as satisfactory by either the Director of Resources or the three Scrutiny Board Chairs.</p>
Affected wards:	n/a
Details of consultation undertaken⁴:	Executive Member – Cllr Coupar - supportive of change
	Ward Councillors – n/a
	Chief Digital and Information Officer ⁵ - n/a
	Chief Asset Management and Regeneration Officer ⁶ - n/a
	Others – Neil Evans (Director of Resources), Cllr Barry Anderson (Chair, Environment, Housing and Communities Scrutiny Board), Cllr Andrew Scopes (Chair, Strategy & Resources Scrutiny Board), Cllr Paul Truswell (Chair, Infrastructure, Investment & Inclusive Growth Scrutiny Board) - all supportive of changes. All Group Leaders (<i>no objections received</i>)
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Officer accountable: City Solicitor</p> <p>Proposed timescale: With Immediate effect</p>
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision

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

	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
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	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 ¹⁰ - Nicole Walker (Head of Legal Services)	
	Signature 	Date 26/7/22

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

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.