

## 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 type="checkbox"/> Significant Operational Decision	<input checked="" 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 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>	Helen Gray	Telephone number: 0113 37 88657	
<b>Subject<sup>2</sup>:</b>	<b>Appointment to Outside Bodies – Assisted Living Leeds</b>		
<b>Decision details<sup>3</sup>:</b>	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.)  In accordance with Outside Body Procedure Rule 4.5 (ii) the Deputy Head of Democratic Services approved the following appointment to Assisted Living Leeds: <ul style="list-style-type: none"> <li>• Councillor David Jenkins to replace Councillor Lou Cunningham</li> </ul> The appointment will be reported to the next meeting of the Member Management Committee.		
	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)  To approve the appointments to the Assisted Living Leeds outside body which is required before the next meeting of the Member Management Committee, in consultation with the relevant Political Lead within the Labour Group, in order to ensure that the Council is represented with adequate and appropriate membership levels.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A		

<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.

<b>Affected wards:</b>	N/A		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member		
	Ward Councillors		
	Chief Digital and Information Officer <sup>5</sup>		
	Chief Asset Management and Regeneration Officer <sup>6</sup>		
	<b>Others – Political Group Whip</b>		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Helen Gray, Senior Governance and Scrutiny Support Officer. The appointment will take immediate effect.		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<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:		
	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 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Kevin Tomkinson, Deputy Head of Democratic Services		
	Signature 	Date 5 <sup>th</sup> August 2022	

<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.

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