

## Delegated Decision Notice (DDN)

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 type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" 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>	Director of Communities, Housing and Environment		
<b>Contact person:</b>	Paul Spandler	Telephone number: 0113 3785959	
<b>Subject<sup>2</sup>:</b>	Management of Tethered Horses Contract		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?		
	<p>The Director of Communities, Housing and Environment has approved the decision to award a contract for the management of tethered horses on council land to Property Protection Services. The contract duration will be three years with the option to extend for a further one or two years.</p>		
	A brief statement of the reasons for the decision		
	<p>Horses being illegally grazed on council land is an ongoing issue. Concerns surround the welfare of the horses and the risk of damage or nuisance to property and people. The contract will allow the effective control and management of unauthorised grazing by monitoring sites throughout the area, the use of warning and enforcement notices, and the safe removal of horses where necessary.</p> <p>A competitive tender exercise has been undertaken to ensure the contract meets all legal and procurement requirements, and that the contractor provides value for money and meets all required performance standards.</p> <p>The council does not employ staff who can impound horses and does not have an equine pound. Therefore, a specialist contractor is required to undertake</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>this activity.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Due to the specialist nature of the work it cannot be provided by the Council's own workforce.</p>
<b>Affected wards:</b>	All wards
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Executive Member for Environment and Housing has been briefed on the proposal.</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Others</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Environmental Health Manager. Contract to be in place by the 1<sup>st</sup> September 2022.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	<p>Date Added to List:-</p> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature <span style="float: right;">Date</span></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:</p> <p>If published late relevant Executive member's approval</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

	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
	If exempt from call-in, 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> The Director of Communities, Housing and Environment		
	Signature	Date 11/8/22	
			

<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.