

## 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 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
<b>Director<sup>1</sup></b>	City Solicitor		
<b>Contact person:</b>	Paul Simpson	Telephone number: 0113	
<b>Subject<sup>2</sup>:</b>	Consequential Amendments to the constitution		
<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.)            The City Solicitor, in her role as Monitoring Officer, has approved amendments to the Constitution as set out at Appendix A attached.</p>		
	<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>Executive Board on 27<sup>th</sup> July delegated the authority to make future amendments to the Protocol for the Roles of Members and Officers in Decision Making to the City Solicitor, in consultation with the Leader of Council, Opposition Members of Executive Board and the Chief Officer Financial Services.</p> <p>Article 15.2.3 provides that the City Solicitor, in her role as Monitoring Officer, is authorised to make any changes to any Part of the Constitution which are required:</p> <ul style="list-style-type: none"> <li>• as a result of legislative change or decisions of the Council or Executive to enable him/her to maintain it up to date;</li> </ul>		

<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.

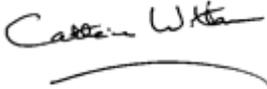
	<p>These amendments are required as a result of the changes made by the decision of Executive Board on 27<sup>th</sup> July 2022 and are required to ensure consistency across the Constitution following that delegation.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>To leave the Constittion unchanged but this would then mean that the Constitution would not reflect the authority given by Exec Board to amend the Protocol for the Roles of Members ad Officers in Decision Making and would mean future changes returning to Exec Board.</p> <p>Or to refer the matter through GPC and to Full Council to amend Article 15 but this would not be a good use of resource and Councillors time given the consequential nature of the amendments.</p>
<b>Affected wards:</b>	None
<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>
	Others
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<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

<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

	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>		
	Catherine Witham		
	Signature	Date 22.09.22	
			

<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.