

## 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 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 City Development		
<b>Contact person:</b>	Edward Rowland	Telephone number: 0113 378 7674	
<b>Subject<sup>2</sup>:</b>	Abbey Mills, Abbey Road, Kirkstall, LS5 3HP		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?		
	The Chief Officer Asset Management & Regeneration has approved that Abbey Mills be marketed for sale by auction on the open market and that the sale be completed at a price no lower than an approved reserve price.		
	A brief statement of the reasons for the decision.		
	Abbey Mills is no longer required by the Council and its disposal was recommended for approval after consideration of other options.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.		
	Options relating to the retention of Abbey Mills in the Council's investment portfolio were considered, but it was concluded the property is no longer required and savings will be made by its disposal. A number of disposal options were considered, and it was concluded disposal on the open market by way of auction would be the method most likely to realise best consideration.		
<b>Affected wards:</b>	Kirkstall		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member		
	Cllr Debra Coupar, Executive Member Resources 26.09.22, and Cllr Hannah Bithell, Deputy Executive Member Resources, 28.10.22.		
	Ward Councillors		
	Cllr John Illingworth, Cllr Fiona Venner, Cllr Hannah Bithell 27.09.22 and Cllr Bithell again 28.10.22.		

<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.

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	Chief Digital and Information Officer <sup>5</sup> No involvement required in this decision.	
	Chief Asset Management and Regeneration Officer <sup>6</sup> Chief Officer Asset Management & Regeneration is signatory to this decision	
	Others None	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Edward Rowland, completion of the sale in the 2022/2023 financial year.	
<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 checked="" 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> Angela Barnicle, Chief Officer Asset Management & Regeneration	
	Signature 	Date 15/11/2022

<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.