

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 checked="" 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
Director¹	Director of Resources		
Contact person:	Dean Backhouse		Telephone number: 3785926
Subject²:	Minor change to the council's Constitution		
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>The Chief Finance Officer gave approval to amend the Council's Contract Procedure Rules to include reference to the Subsidy Control Act 2022.</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>The Subsidy Control Act 2022 (the "Act") came into force on 4 January 2023 therefore there is a need to make reference to the Act in the CPRs to ensure that the provisions of the Act are considered by relevant officers when both direct provision of grants and direct award of contracts without competition are being undertaken.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>None</p>		
Affected wards:	None.		
Details of	Executive Member None		

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.

consultation undertaken⁴:	Ward Councillors				
	None				
	Chief Digital and Information Officer				
	Chief Asset Management and Regeneration Officer				
Implementation	Others				
	Officers within Legal Services				
List of Forthcoming Key Decisions⁵	Officer accountable, and proposed timescales for implementation Victoria Bradshaw. To be implemented a.s.a.p.				
	Date Added to List:-				
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision				
Publication of report⁶	If Special Urgency Relevant Scrutiny Chair(s) approval				
	Signature	Date			
Call In	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				
Approval of Decision	Signature	Date			
	V. f. Bradshaw	15/03/2023			

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.