

## 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 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Karen Hocker	Telephone number: 0113 3787862	
<b>Subject<sup>2</sup>:</b>	Manor Wood Primary School, Carr Manor Road LS17 5DJ		
<b>Decision details<sup>3</sup>:</b>	<b>What decision has been taken?</b> (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 Head of Asset Management has given approval to the leasehold transfer of this site to the Owlcotes Multi Academy Trust on the terms outlined in the report.		
	<b>A brief statement of the reasons for the decision</b> (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)  The transfer of the site follows the Council's statutory obligation to make the leasehold transfer of the site of the trust in line with the Academies Act 2010.		
	<b>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</b>  Not applicable.		
<b>Affected wards:</b>	Moortown		
	Executive Member		

<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>Details of consultation undertaken<sup>4</sup>:</b>	Ward Councillors Cllr M France-Mir Cllr S Hamilton Cllr M Shazad All 20/10/22		
	Chief Digital and Information Officer <sup>5</sup> N/A		
	Chief Officer Asset Management & Regeneration Signed in accordance with the sub-delegation scheme in the service		
	Others		
	Officer accountable, and proposed timescales for implementation Karen Hocker		
<b>Implementation</b>	Date Added to List:-		
<b>List of Forthcoming Key Decisions<sup>6</sup></b>	<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		
	If not published for 5 clear working days prior to decision being taken the reason why not possible:	Date	
<b>Publication of report<sup>7</sup></b>	If published late relevant Executive member's approval		
	Signature		
	Is the decision available <sup>8</sup> for call-in?	Date	
<b>Call In</b>	<b>If exempt from call-in,</b> the reason why call-in would prejudice the interests of the council or the public:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No


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

<sup>7</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>8</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.

	Authorised decision maker <sup>9</sup> Mark Mills - Head of Asset Management and Regeneration	
<b>Approval of Decision</b>	Signature 	
	Date	14 <sup>th</sup> March 2023

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<sup>9</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.