

## 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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	City Development		
<b>Contact person:</b>	Phil Evans	Telephone number: 0113 378 2542	
<b>Subject<sup>2</sup>:</b>	City Development Staffing Reductions		
<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.)</p> <p>The Director of City Development agreed:</p> <ul style="list-style-type: none"> <li>• the permanent removal of eleven vacant posts across the Directorate as detailed in 4.1 and table 1 in the attached DDR.</li> <li>• the temporary substitution of external funding to support four posts within Culture and Environment as detailed in 4.3 and table 2 in the attached DDR.</li> <li>• the extended temporary non-filling of posts within Culture and Economy specifically related to the existing temporary closure of Leeds Town Hall as detailed in 4.5 and table 3 in the attached DDR.</li> <li>• that detailed work be undertaken in areas of the Directorate where permanent deletions of posts (as detailed in 4.1) will occur to ensure that the impact of the reductions is understood and mitigated, as far as possible, on a team-by-team basis</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>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>As part of the Council's overall budget savings the Directorate's savings target for 2023/24 is £11.67m. The majority of the savings target has been identified by income and investment opportunities however a residual gap of £822,000 was proposed to be met by a reduction in staffing capacity across the Directorate.</p> <p>This decision seeks to deliver £711,000 of that savings target by the extended temporary holding of two vacancies, utilising external funding to substitute LCC funding for four posts and the permanent deletion of eleven vacant posts.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>All available alternative options were explored before considering staffing reductions however given that 45% of the Directorate's expenditure is on staffing it was impossible to meet the required target without some staffing impact. The deletion of vacant posts, extended temporary holding of vacancies and substitution of external funding was considered the least impactful on retained staff and service delivery.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member All as part of the Budget Setting Process</p> <hr/> <p>Ward Councillors n/a</p> <hr/> <p>Chief Digital and Information Officer<sup>5</sup> n/a</p> <hr/> <p>Chief Asset Management and Regeneration Officer<sup>6</sup> n/a</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.

	Others n/a	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Phil Evans – Chief Officer, Operations and Active Leads. Immediate implementation.	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 6 December 2022	
	<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:  This decision arises from a decision taken previously by Executive Board.	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Martin Farrington Director of City Development	
	Signature 	Date 31 March 2023

<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.