

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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 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
Director¹	Catherine Witham City Solicitor		
Contact person:	Nicole Walker	Telephone number: 0113 3789025	
Subject²:	Procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct		
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>Pursuant to Part 2 Article 15.2.3 of the Council's constitution the City Solicitor has delegated authority to make amendments to the Constitution for the purposes of clarification.</p> <p>To amend the Procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct. Amended procedure is attached to this Decision Notice.</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>Following a review of the the Procedure and consideration of the procedure in practice, some minor amendments for clarification have been made.</p>		

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.

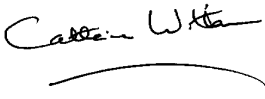
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>To retain existing procedure was considered and rejected as the amendments proposed present a continuous improvement and adds clarity for the public in how the complaints procedure operates and what is expected from a complainant.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member n/a
	Ward Councillors n/a
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶ n/a
	Others - The amendments were discussed by the Standards and Conduct Committee at a consultative meeting on 11/3/23 and are supported.
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>N Walker, Deputy Monitoring Officer implementation date wef date of this Decision Notice</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- n/a
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____

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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

Publication of report⁸	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 _____	
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰	
	Signature 	Date 20/3/23

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.