

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	City Solicitor		
Contact person:	Cassie Sivapalan, Governance Officer	Telephone number: 0113 378 3136	
Subject²:	Appointment to Outside Bodies – Cardigan Centre		
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>In accordance with Appointments to Outside Body Procedure Rule 4.11 the Head of Democratic Services approved the following appointment to the Cardigan Centre (outside body)</p> <ul style="list-style-type: none"> • Councillor Kayleigh Brooks <p>The appointment will be reported to the next meeting of the Inner North West Community Committee.</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>To approve the appointment to the Cardigan Centre outside body, in order to fill a current vacancy. The organisation has requested that an appointment is made prior to the next scheduled meeting of the Inner North West Community Committee (the committee which has authority to appoint). In such circumstances, the City Solicitor has delegated authority to make an appointment (sub delegated to the Head of Democratic Services), subject to all Members of the Community Committee being consulted on the proposal first. In line with those requirements, all Community Committee Members have been consulted, with no objections being received. The appointment will ensure that the Council is represented with adequate and appropriate membership levels.</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.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A
Affected wards:	Headingley & Hyde Park; Little London & Woodhouse; Weetwood
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others In line with Appointments to Outside Bodies Procedure Rule 4.11, all Members of the Inner North West Community Committee have been consulted on the proposal.
Implementation	Officer accountable, and proposed timescales for implementation Cassie Sivapalan, Governance Officer. The appointment will take immediate effect.
List of Forthcoming Key Decisions⁷	Date Added to List:-
	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 _____
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 _____


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

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

Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" 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 Head of Democratic Services- Andrew Hodson,		
	Signature 	Date 10 th May 2023	

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.