

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 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
Leader¹	Cllr James Lewis		
Contact person:	Paul Simpson	Telephone number: (0113) 3367963	
Subject²:	Leaders Executive arrangements		
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.) The leader has approved his executive arrangements to take effect immediately following the Annual Meeting of Council which is to take place on the 24th May 2023 as set out in the following documents</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>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>At the Annual Meeting of Council, which is to take place on 24th May 2023, the leader is required to present details of:</p> <ul style="list-style-type: none"> • the names and wards of the Executive Members; • the names of Deputy Executive Members and Support Executive Members; • the extent of authority of the Executive Board; • the extent of any authority delegated to individual Executive Members; 		

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.

	<ul style="list-style-type: none"> • the terms of reference and constitution of such executive committees as the Leader appoints and the names of Executive Members appointed to them; • the nature and extent of any delegation of executive functions to Community Committees, the Health and Wellbeing Board, any other authority or any joint arrangements and the names of those Executive Members appointed to any joint committee for the coming year; and • the nature and extent of any delegation to officers. <p>This report sets out details of the the leaders executive arrangements contained within Part 3, Section 3 of the Council’s Constitution that will come into effect following the Annual meeting of Council and outlined in the attached documents below:</p> <p><u>Section 3A: Responsibility for Executive Functions</u></p> <p>Sets out the name and ward details of the Leader, his deputies, and the Executive Members appointed by him.</p> <p><u>Section 3B(a-c): Executive members Portfolios</u></p> <p>Set out the details of the eight executive portfolios and details of responsibility in relation to the executive functions of Directors.</p> <p>Also details those Members appointed by the Leader as Deputy Executive Members and Support Executive Members.</p> <p><u>Section 3D(a-b): Community Committee Executive Delegation Scheme and Community Committee Champions</u></p> <p>Set out executive delegations to Community Committees and details of the appointment, roles and responsibilities of Community Committee Champions.</p> <p><u>Section 3C(a-d): Executive and Advisory Committees’ Terms of Reference</u></p> <p>Set out the Terms of Reference for Executive Committees, and the executive functions of Community Committees and Advisory Committees which are appointed by Full Council.</p> <p><u>Section 3E(a-1): Officer Delegation Scheme (Executive Functions)</u></p> <p>Set out the Leader’s delegations to Directors in relation to Executive functions. All delegations are subject to saving that where the Leader or the relevant portfolio holder has directed or the Director considers it necessary the matter shall be referred to Executive Board for consideration. Director’s functions may in turn be sub-delegated through those Directors’ sub-delegation schemes to officers of suitable experience and seniority subject to the same saving provision.</p> <p><u>Section 3F: Executive Delegations to Other Authorities</u></p> <p>Sets out delegations of Executive functions made by the Executive to other authorities</p> <p><u>Section 3F: Appointment to Members to the West Yorkshire Joint Services Committee</u></p> <p>Appoints 2 representatives to the West Yorkshire Joint Services Committee.</p> <p>And <u>Article 6 Scrutiny Boards</u></p>
Affected wards:	
	<p>Executive Member</p> <p>All relevant Members and Directors have been consulted on the arrangements</p>

Details of consultation undertaken⁴:	Ward Councillors		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation		
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 _____		
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 Councillor James Lewis		
	Signature 	Date 23 5 23	

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

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.

