

## Delegated Decision Notice (DDN)

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 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 SOLICITOR		
<b>Contact person:</b>	Andy Hodson	Telephone number: 43208	
<b>Subject<sup>2</sup>:</b>	Consequential Amendments to Constitution re referencing of Member Management Committee		
<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>Amendments have been made to the Constitution to reflect the decision made at the Annual Council meeting on the 24<sup>th</sup> May 2023 to not appoint a Member Management Committee as follows;</p> <ol style="list-style-type: none"> <li>1. To Article 2</li> <li>2. To Part 3 Section 1 – Responsibility for local choice functions</li> <li>3. To Part 3 Section 2 A Functions of full Council</li> <li>4. To Part 3 Section B(i) Community Committee Terms of Reference</li> <li>5. To Part 4 (d) Community Committee Procedure Rules</li> <li>6. To Part 4 (g) Outside Body Procedure Rules</li> </ol> <p>to delete references to the Member Management Committee and replace those with General Purposes Committee.</p>		

<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

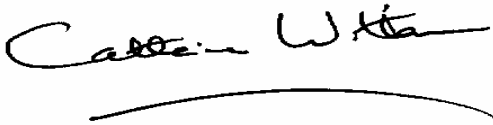
<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>In addition Part 3 Section SB (a) has been updated to both reflect that Member Management Committee has not been appointed to and to reflect the committee places for other committees approved at the Annual Council Meeting</p> <p>These alterations are documented as tracked changes to the documents references which are attached.</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 consultation with Group Leaders the Annual Council did not appoint the Member Management Committee. As a consequence the responsibilities formally falling to that committee will now, by default, rest within the Terms of Reference of the General Purposes Committee.</p> <p>References to Member Management Committee within the Constitution have been removed and replaced with reference to General Purposes Committee.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
<b>Affected wards:</b>	
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member <b>Leader of Council</b></p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Others <b>All other Group Leaders</b></p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation <b>The decision will be implemented with immediate effect (25/5/23)</b></p>
<b>List of</b>	Date Added to List:-

<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.

<b>Forthcoming Key Decisions<sup>7</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 _____ 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 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:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> City Solicitor	
	Signature 	Date 25/5/23

<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.