

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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| Decision type | <input checked="" type="checkbox"/> Key Decision | <input type="checkbox"/> Significant Operational Decision | <input type="checkbox"/> Administrative Decision |
| Approximate value | <input checked="" 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 |
| Director¹ | Director of Children & Families | | |
| Contact person: | Vicki White – Principal Admin Manager | Telephone number: 0113 378 3594 | |
| Subject²: | School Calendar Academic Year 2024 – 2025 | | |
| Decision details³: | 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 Director of Children & Families approved the 2024-2025 term dates for maintained schools. | | |
| | 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) The local authority is required to set the school calendar on an annual basis, for maintained schools to follow. | | |
| | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A | | |

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.

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| Affected wards: | All | | |
| Details of consultation undertaken⁴: | Executive Member Cllr Pryor – Economy, Culture and Education | | |
| | Ward Councillors N/A | | |
| | Chief Digital and Information Officer ⁵ N/A | | |
| | Chief Asset Management and Regeneration Officer ⁶ N/A | | |
| | Others Schools JCC union group, Primary and Secondary Headteachers, neighbouring local authorities | | |
| Implementation | Officer accountable, and proposed timescales for implementation Vicki White, approve and publish school calendar in June 2023, implementation from Sept 2024 | | |
| List of Forthcoming Key Decisions⁷ | Date Added to List:- 15 th May 2023 | | |
| | 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 checked="" 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: | | |

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.

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| Approval of Decision | Authorised decision maker ¹⁰ Julie Longworth - Director of Children & Families | |
| | Signature  | Date: 9/6/23 |

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