

## 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 checked="" 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>	Director of City Development		
<b>Contact person:</b>	Troy Burrows	<b>Telephone number:</b> 07891273520	
<b>Subject<sup>2</sup>:</b>	Demolition of Richmond House Home for Old People		
<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>The Head of Asset Management has approved funding for the demolition of the former Richmond House HOP and hard standings, which has been identified as surplus to the Service operational requirement and will benefit Housing Growth.</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>The site known as Richmond House HOP, is surplus to the Council's corporate operational requirements after being presented to the Council's Executive Board in June 2021, the same having already been declared by the relevant directorate. It has been handed over to Void Management and identified as one of the areas that will benefit from the Housing Growth Project. The building hasn't up until now suffered any vandalism or break-ins but the longer it is left in void this could become a magnet for anti-social behaviour.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The building was put out on an express of interest, no interest was shown, therefore best value for money is to use the land for Housing Growth.</p>		
<b>Affected wards:</b>	Calverley & Farsley Ward Members		

<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.

<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Councils Executive Board meeting on 23/06/2021	
	Ward Councillors Cllr Carter, Cllr Carter and Cllr Carlill Meeting on 23/06/2021 and have been supportive of the decision.	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Troy Burrows, proposed time of 6 months	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List: -	
	<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>6</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>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" 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>8</sup> Head of Asset Management Mark Mills	
	Signature 	Date 14/07/23

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

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</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>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.