

## Delegated Decision Notice

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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>	Chief Planning Officer		
<b>Contact person:</b>	Helen Cerroti		Telephone number: 0113 2788039
<b>Subject<sup>2</sup>:</b>	Update to Protocol for public speaking at Plans Panel		
<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>In the interests of clarity, the Chief Planning Officer has agreed in consultation with a meeting of the Joint Plans Panel to a number of changes, to the Protocol for Public Speaking at Plans Panels</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 Council's Constitution states that a planning document: Protocol for Public Speaking at Plans Panel should be amended and reviewed in consultation with the Joint Plans Panel. The Joint Plans Panel met on 5<sup>th</sup> September 2023 and were consulted on the amendments. The changes were made to ensure the document remains fit for purpose and reflects current practice.</p> <p>A number of small amendments were made in the interests of clarity and two main changes were made; the first emphasising the need to adhere to the deadline of 5:00 pm Tuesday prior to the meeting, for public comments being accepted and for people registering their wish to speak at the Plans Panel. Also, at the discretion of the Chair would additional time or number of speakers be permissible and subjects would be requested from speakers to avoid duplication. The second change was made to give clarity on the process to be followed for decisions where it is not in accordance with the officer recommendation.</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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option was to maintain the current version, but it was considered that the changes and amendments made provide greater clarity on the process.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member Executive Member for Sustainable Development and Infrastructure Joint Plans Panel, 5<sup>th</sup> September 2023</p>
	Ward Councillors
	Chief Digital and Information Officer <sup>5</sup>
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation 22<sup>nd</sup> November 2023</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	<p>Date Added to List:-</p> <p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p> <p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
<b>Publication of report<sup>8</sup></b>	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>

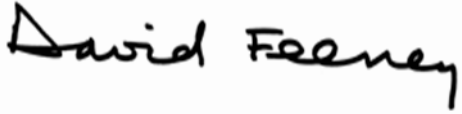
<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<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.

<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

<b>Call In</b>	Is the decision available <sup>9</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> David Feeney – Chief Planning Officer		
	Signature 	Date 23 November 2023	

<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.