

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 checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Naomi Fenwick-Goldthorpe	Telephone number: 0113 5350869	
Subject²:	Sale of Adams Court, Kildare Terrace, Leeds, LS12 1DB		
Decision details³:	What decision has been taken?		
	<p>The Chief Officer Asset Management and Regeneration has approved that Adam's Court be disposed of on the open market by auction at a reserve price to be approved in accordance with the sub-delegation scheme.</p>		
	<p>A brief statement of the reasons for the decision</p> <p>The property is surplus to requirements and there is no operational justification for its retention. In the circumstances, sale via auction is an efficient method of disposal and will minimise holding costs. This approach is in line with prudent asset management.</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 Council has no requirement for the building and there is no reason to retain ownership. Alternative methods of disposal are considered in the report with approval being given to a sale by auction.</p>
Affected wards:	Beeston & Holbeck		
Details of consultation	Executive Member: Cllr Debra Coupar – no objections raised		

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.

undertaken⁴:	Ward Councillors: Cllr Gohar Almass Cllr Andrew Scopes Cllr Annie Maloney Ward All Cllrs were advised of the disposal via email on 5 October. Cllr Andrew Scopes responded on 5 October. No objections were raised.		
	Chief Digital and Information Officer ⁵ N/A		
	Chief Officer Asset Management & Regeneration Chief Officer Asset Management & Regeneration is signatory to this decision.		
	Others:		
Implementation	Officer accountable, and proposed timescales for implementation Naomi Fenwick-Goldthorpe. Proposed auction date is 31 January 2024. Proposed completion date is 28 February 2024.		
List of Forthcoming Key Decisions⁶	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 report⁷	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 ⁸ 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 Angela Barnicle, Chief Officer Asset Management & Regeneration		
	Signature	Date 01/12/2023	


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

⁷ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁸ 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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