

Delegated Decision Notice (DDN)

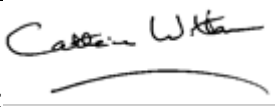
This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input checked="" 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 type="checkbox"/> Over £500,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	City Solicitor		
Contact person:	Dean Backhouse		Telephone number: 3785926
Subject²:	Approve the revised City Solicitors Sub-Delegation Scheme		
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 City Solicitor approves the revised City Solicitors Sub-Delegation Scheme		
	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 Council's Procurement and Commercial Services recently underwent a restructure and some of the job titles for "Procurement and Commercial Services Managers" which comes under "Group Delegations" have changed and new posts created. As such, the City Solicitor's sub-delegation scheme has been amended to reflect this change.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision		
Affected wards:	None.		

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.

Details of consultation undertaken⁴:	Executive Member None	
	Ward Councillors None	
	Others None	
Implementation	Officer accountable, and proposed timescales for implementation Catherine Witham. To be implemented as soon as the decision is taken.	
List of Forthcoming Key Decisions⁵	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 report⁶	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 ⁷ 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:	
Approval of Decision	Authorised decision maker ⁸ Catherine Witham	
	Signature: 	Date: 19/12/2023

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

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

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

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.