

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 checked="" 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 City Development		
Contact person:	Mark Pearson	Telephone number: 0113 3785754	
Subject²:	Proposed Lease Surrender and Re-Grant: Welcome In Community Centre and Café, Bedford Drive Leeds, LS16 6DJ		
Decision details³:	What decision has been taken? The Chief Officer, Asset Management and Regeneration has approved the provisionally agreed terms for the surrender and regrant of a lease, which are considered to be on the basis of less than best consideration.		
	A brief statement of the reasons for the decision The decision was required in order to complete the necessary legal documentation		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision The option of not agreeing to the lease extension was rejected, as the tenant is a charitable organisation which provides valuable services to the local community and the lease extension will secure the tenant's ability to deliver such services into the future.		
Affected wards:	Weetwood		
Details of consultation	Executive Member: Consult on the 29 th January 2024.		

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: All Weetwood Ward Councillors have been informed of this proposal by email on 28 th September 2023 and all are supportive.		
	Chief Digital and Information Officer ⁵ Not considered appropriate		
	Chief Asset Management and Regeneration Officer ⁶ Chief Officer Asset Management & Regeneration is signatory to this decision.		
	Others: The Chief Officer Housing, who the subject site is vested with, has provided DDN approval to this proposal.		
Implementation	Officer accountable, and proposed timescales for implementation To be implemented as soon as possible.		
List of Forthcoming Key Decisions⁷	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 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 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 Angela Barnicle (Chief Officer Asset Management and Regeneration).		
	Signature	Date 02/02/2024	

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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