

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 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
Director¹	Director of City Development		
Contact person:	Peter Toothill	Telephone number: 0113 3781541	
Subject²:	6 Bridge Street, Otley, LS21 3AZ		
Decision details³:	What decision has been taken? The Chief Officer Asset Management & Regeneration has declared 6 Bridge Street surplus to Council requirements and approved its sale on the open market by way of public auction.		
	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 house is surplus to Council requirements and a disposal by public auction should realise a capital receipt to the Council, as well as absolving the Council of any future maintenance costs.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision. Other options such as retaining the house for social letting or the Council's own use or selling by other methods were considered in the report and concluded a sale by auction was most appropriate.		
Affected wards:	Otley and Yeadon		
	Executive Member Resources 19.12.2023 - 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.

Details of consultation undertaken⁴:	Ward Councillors Councillor Colin Campbell, Councillor Sandy Lay, Councillor Ryk Downes. Consulted on 26 October 2022 and 16 August 2023. Support the disposal.		
	Chief Digital and Information Officer ⁵ Not applicable		
	Chief Asset Management and Regeneration Officer ⁶ Chief Officer Asset Management & Regeneration is signatory to this decision.		
	Others Chief Officer Climate, Energy and Green Space A small area of the garden is allocated greenspace and the Council's intention to dispose of this with the property has been subject to public advertising in the Yorkshire Post inviting comments to the disposal. There have been no objections		
Implementation	Officer accountable, and proposed timescales for implementation Peter Toothill. Proposed auction date March / April 2024 with completion 28 days afterwards.		
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: Not applicable.		
	Authorised decision maker. Angela Barnicle, Chief Officer Asset Management & Regeneration		

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.

Approval of Decision		
	Signature 	Date 02/02/2024