

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	Martin Farrington – Director of City Development		
Contact person:	Liz Milne	Telephone number: 0113 3785970	
Subject²:	Council Housing Growth Programme: Authority to spend and approval to appoint NPS Leeds Ltd to design new council homes at the Queenswood Drive site in the Kirkstall ward.		
Decision details³:	<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>The Chief Officer of Asset Management & Regeneration:</p> <p style="margin-left: 40px;">a) Approved Authority to Spend of up to £419,146 for the design of new council homes at the Queenswood Drive site in the Kirkstall ward to enable a planning application to be submitted. Design development is subject to successfully meeting viability gateways through RIBA stages.</p> <p style="margin-left: 40px;">b) Approved the appointment of NPS Leeds Ltd via the Joint Venture Agreement already in place with the Council to undertake the design.</p> <hr/> <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>To progress the Queenswood Drive Council Housing Growth project into the pre-construction phase to enable design proposals to be developed.</p> <p>To obtain authority to spend and authority to appoint the Council's design and technical partners (NPS Leeds Ltd) to deliver design, technical and quantity surveying services to RIBA Stage 3, which will enable the planning application to be submitted. NPS will be appointed via the Joint Venture</p>		

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.

	<p>Agreement already in place with the Council and are suitably qualified to undertake this work.</p> <p>The new homes will be designed to meet the housing needs of our residents.</p> <p>On 21 September 2022, Executive Board approved the proposal to add six additional council owned sites to the programme, which included Queenswood Drive as a Key Decision. The recommendations in this report are a direct consequence on this Key Decision and constitutes a Significant Operational Decision which is not subject to call in.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>No other options were considered as the joint venture partnership agreement requires design and technical consultancy services of this nature to be offered to NPS Leeds in the first instance. The majority of the Council Housing Growth programme is being supported by NPS Leeds.</p>
Affected wards:	Kirkstall
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>The Executive Member for Housing receives regular briefings on the programme.</p>
	<p>Ward Councillors</p> <p>Local Ward Members have been consulted and are supportive of the proposal to deliver new homes on the site. Further consultation to take place prior to commissioning NPS.</p>
	<p>Chief Digital and Information Officer⁵</p> <p>N/A</p>
	<p>Chief Asset Management and Regeneration Officer⁶</p> <p>Angela Barnicle – Consulted via CHGP Board (Affordable Housing Delivery Board)</p>
	<p>Others</p> <p>Affordable Housing Delivery Board. Housing Management, Finance, Legal Services and PACS have been consulted.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Liz Milne, Project Manager. NPS will be commissioned following ward member consultation on the project design brief.</p>
	Date Added to List:-

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.

List of Forthcoming Key Decisions⁷	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A	
	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: N/A	
	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 ¹⁰ Angela Barnicle – Chief Officer Asset Management and Regeneration	
	Signature 	Date 02/02/2024

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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.