

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:	Dan Patton	Telephone number: 0113 378 9138	
Subject²:	Sale of Broom Hill Family Centre, Nowell Court, Harehills, LS9 6TW		
Decision details³:	What decision has been taken? The Chief Officer Asset Management and Regeneration has approved the decision to: <ol style="list-style-type: none"> a) Declare Broom Hill Family Centre surplus to Council requirements. b) Dispose by one to one negotiation with the adjoining land owner (a registered Provider) as detailed in the confidential appendix. c) If a disposal by one to one negotiation cannot be reached by the agreed deadline the property is to be sold on the open market by way of auction. 		
	A brief statement of the reasons for the decision The property has been put forward by Strategic Asset Management and was declared surplus to service requirements on 11 December 2023. The proposal therefore represents good estate management by generating a capital receipt and obviating ongoing and future maintenance costs and liabilities.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Not to sell the property. Not recommended as the Council has no use for the property and holding it will incur costs to the Council for security and maintenance. To sell the property by informal tender on the open market. This option was not recommended as this can be a very time consuming and costly process for a smaller receipt. To sell the property by way of a one-to-one negotiation. This option was offered to a party with a vested interest under the terms detailed in the accompanying confidential appendix with the requirement that the sale completes this financial year. To sell the property by public auction. This is the recommended option if the above option fails. It provides for a swift sale and previous auction experience indicates that this is a suitable asset for an auction disposal. This method will be pursued should an agreement by one-to-one negotiation not be realised.		
Affected wards:	Burmantofts & Richmond Hill		
	Executive Member: N/A		

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: Cllr L Farley, Cllr A Khan, and Cllr N Manaka - updated by email on 8 January 2024. Cllr Farley replied on 16 January expressing concern that the property will be sold to a major developer and requested that the site be retained for community use. Reply to Cllr Farley on 24 January stated that whilst a retention for community use wasn't possible, the site was likely being sold for affordable housing.		
	Chief Digital and Information Officer ⁵ N/A		
	Chief Asset Management and Regeneration Officer ⁶ Chief Officer Asset Management & Regeneration is signatory to this decision.		
	Others:		
Implementation	Officer accountable, and proposed timescales for implementation Dan Patton with anticipated completion by the end of the 2023/24 financial year.		
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 & Regeneration		
	Signature 	Date 07/02/2024	

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.