

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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 checked="" 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Peter Toothill	Telephone number: 0113 3781541	
<b>Subject<sup>2</sup>:</b>	45 Garnet Terrace, Beeston, LS11 5JX		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  The Chief Officer Asset Management & Regeneration has approved that 45 Garnet Terrace be declared surplus to Council requirements and sold 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. To retain the house in Council letting stock, refurbish and let, however, the house will be costly to refurbish and may not achieve the highest energy efficiency standards. It is considered appropriate to dispose.		
<b>Affected wards:</b>	Hunslet and Riverside.		
	Executive Member Not applicable		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

<b>Details of consultation undertaken<sup>4</sup>:</b>	Ward Councillors Cllr Mohammed Iqbal, Cllr Paul Wray, Cllr Ed Carlisle. On 25/10/2023 Cllr Mohammed Iqbal and Cllr Paul Wray confirmed that they agree to the disposal of the property and on 02/11/2023 Cllr Ed Carlisle confirmed that he is in agreement that the property should be sold.		
	Chief Digital and Information Officer <sup>5</sup> Not applicable		
	Chief Asset Management and Regeneration Officer <sup>6</sup> Chief Officer Asset Management & Regeneration is signatory to this decision.		
	Others None		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Peter Toothill – three months		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
<b>Publication of report<sup>8</sup></b>	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 _____		
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:  Not applicable.		
<b>Approval of Decision</b>	Authorised decision maker. Angela Barnicle, Chief Officer Asset Management & Regeneration		
	Signature _____		Date 07/02/24

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


<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> 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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