

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:	Adam Dent-Leitch	Telephone number: 07891 276490	
Subject²:	The Former Crossgates Library building Farm Road, Leeds LS15 7LB – Declaring Surplus to council corporate requirements and Disposal		
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 Asset Management & Regeneration has approved that Crossgates Library is declared surplus to council corporate requirements and disposed on the open market by auction, at a reserve price to be approved in accordance with the sub-delegation scheme.</p>		
	<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>There is no longer an operational requirement for the former Crossgates Library and it was put into void management in May 2022 following relocation of the library service to a nearby location in the local shopping centre. Disposal was the most appropriate option and represents good estate management by generating a capital receipt and obviating ongoing and future maintenance costs and liabilities</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>A number of disposal options have been considered since the property was vacated. However, it was concluded that disposal on the open market by way of auction would now be the method most likely to realise best consideration.</p>		
Affected wards:	Killingbeck & Seacroft		

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:	Executive Member: The Head of Asset Management consulted with the Executive Member Resources on the 20 th February 2023.		
	Ward Councillors: Cllr John Tudor, Cllr Katie Dye, Cllr David Jenkins have been consulted on numerous occasions by Strategic Asset Management colleagues, the first of these consultations took place on the 20 th February 2023.		
	Chief Digital and Information Officer ⁵ No involvement required in this decision		
	Chief Asset Management and Regeneration Officer ⁶ Chief Officer Asset Management & Regeneration is signatory to this decision.		
	Others: None		
Implementation	Officer accountable, and proposed timescales for implementation Adam Dent-Leitch, completion of the sale anticipated in the 2023/2024 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:		

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	Authorised decision maker Angela Barnicle, Chief Officer Asset Management & Regeneration	
	Signature 	Date 07/02/2024