

Delegated Decision Notice

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:	Ian Frobisher / Rebecca Thomas	Telephone number: 07891 276531	
Subject²:	Council Housing Growth - Conversion of former family resource centre into a large bespoke family home.		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Officer Asset Management & Regeneration approved:</p> <p style="margin-left: 40px;">a) the required expenditure detailed in Confidential Appendix A, to enable the conversion of the former family resource centre into a large bespoke family home.</p>		
	<p>A brief statement of the reasons for the decision</p> <p>A former family resource centre owned by Leeds City Council has been declared surplus to operational requirements and was identified suitable for conversion into a large bespoke family home. The property is currently vacant and secure.</p> <p>Housing Management have identified a family with specific needs.</p> <p>Permission has previously been granted for the Council Housing Growth to appoint NPS to design and cost the scheme. Proposed designs were submitted to Planning and permission to convert into residential was granted in December 2023.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The options considered and explored including disposal, demolition, conversion to self-contained units, an RP conversion solution and the conversion into bespoke family home (preferred option).</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.

Affected wards:	Killingbeck and Seacroft		
Details of consultation undertaken⁴:	Executive Member Cllr Lennox receives regular updates on the Council Housing Growth Programme		
	Ward Councillors CLLR Killingbeck Seacroft – Cllrs Dye, Jenkins & Tudor		
	Chief Digital and Information Officer⁵ N/A		
	Chief Asset Management and Regeneration Officer⁶ Regular updates / briefings are provided to the Affordable Housing Delivery Board.		
	Others N/A		
Implementation	Officer accountable, and proposed timescales for implementation Ian Frobisher – once approved, commencement of planning activities will be instructed / implemented immediately.		
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 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

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.

	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p>Approval of Decision</p>	<p>Authorised Martin Farrington, Director of City Development Delegated to and approved by Angela Barnicle, Chief Officer Asset Management & Regeneration decision maker¹⁰</p>	
	<p>Signature</p> 	<p>Date</p> <p>12 February 2024</p>

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