

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 checked="" type="checkbox"/> Key Decision	<input 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 checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input 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
Director¹	Director of Children and Families Director of Communities, Housing and Environment Director of City Development		
Contact person:	Phil Evans	Telephone number: 0113 378 2542	
Subject²:	Kirkstall Accommodation – Children and Families and Housing Services Use		
Decision details³:	What decision has been taken? a) The Director of Children and Families approved the use of vacant student accommodation for the provision of semi-independent accommodation for care leavers. b) The Director of Communities, Housing and Environment approved the use of vacant student accommodation for the provision of temporary accommodation for families presenting as homeless. c) The Director of City Development approved the entering into an initial lease arrangement as to support the delivery of a) and b) d) The Directors note that a planning application will be submitted by the Council jointly with the developer/owner of the accommodation to allow for a change of use so that maximum use of the accommodation can be implemented and that subject to the outcome of that planning application process that a further decision will be taken by the Director of City Development to agree any subsequent lease matters.		

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>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>These decisions relate to a proposal for the Council entering into legal agreements for the use of currently vacant student accommodation to provide temporary accommodation for two cohorts a) Young Adult Care Leavers supported by the Children and Families Directorate and b) Individuals and families presenting as homeless to Housing Services within the Communities, Housing and Environment Directorate.</p> <p>Decisions are required from the Director of Children and Families in relation to use to accommodate care leavers; from the Director of Communities, Housing and Environment in relation to use by Housing Services and by the Director of City Development in relation to lease matters to support the service based use.</p> <p>Further details are provided in the associated DDR.</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 alternative option of continuing with the current arrangements was discounted given the need to ensure improved levels of accommodation are provided for the cohorts in scope and the need to realise financial savings.</p>
<p>Affected wards:</p>	<p>All in terms of potential cohorts</p> <p>The accommodation proposed to be utilised is located within the Kirkstall Ward</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Members</p> <p>Executive Member for Children’s Social Care and Health Partnerships, Executive Member for Housing, Deputy Leader and Executive Member for Resources</p> <hr/> <p>Ward Councillors</p> <p>Ward Councillors for the wards of:</p> <p>Armley Kirkstall Bramley and Stanningley</p> <hr/> <p>Chief Digital and Information Officer⁵</p> <hr/> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Angela Barnicle/Mark Mills</p> <hr/> <p>Others</p>

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.



Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Chief Officer Transformation and Partnerships, C&F Chief Officer Asset Management and Regeneration, City Development Chief Officer Housing, Communities, Housing and Environment.</p> <p>Implementation following approval of decision</p>
List of Forthcoming Key Decisions⁷	Date Added to List 22/12/23
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>
Call-in	<p>Is the decision available⁹ for call-in? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:
Approval of Decision	<p>Authorised decision maker¹⁰</p> <p>Julie Longworth, Director of Children and Families</p>
	<p>Signature _____ Date: 6/3/24</p> <p><i>Julie Longworth</i></p>

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.

	James Rogers, Director of Communities, Housing and Environment	
	Signature 	Date 27 February 2024
	Martin Farrington, Director of City Development	
	Signature 	Date 27 February 2024