

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 checked="" 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	City Solicitor		
Contact person:	Gerard Watson, Principal Governance Officer	Telephone number: 0113 37 88664	
Subject²:	Appointments to Vacancies on Committees, Boards & Panels during the period between the Local Elections (2nd May 2024) and the Annual Council Meeting (23rd May 2024)		
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>That following consultation with the relevant Group Whip, the following Councillors be appointed to vacancies during the period between the Local Elections (2nd May 2024) and the Annual Council Meeting (23rd May 2024), as follows:</p> <ul style="list-style-type: none"> • Councillor Bithell be appointed to a vacancy (previously former Councillor McKenna) on City Plans Panel; and • Councillor Heselwood be appointed to a vacancy (previously former Councillor Gruen) on City Plans Panel <p>With both appointments being effective from the date of publication, up to the Annual Council Meeting (23rd May 2024).</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>In line with the City Solicitor's delegated authority and sub Delegation Scheme (Council Functions – Specific Delegations 3(a), a decision to appoint to vacancies</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

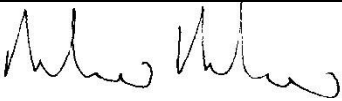
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>on the Council's committees, boards and panels during the period between the Local Elections (2nd May 2024) and the Annual Council Meeting (23rd May 2024) will ensure that those meetings scheduled to be held during that time can proceed with adequate and appropriate politically balanced membership levels. Such appointments will last for the period leading up to the Annual Council meeting.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative option would be to not appoint to such vacancies, however, pursuing this option would present the risk of Committee, Board and Panel meetings taking place during this period which did not have adequate and appropriate membership levels</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others Relevant Group Whips, via the relevant Group Office Manager
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Principal Governance Officer. The appointments are effective from the date of publication, up to the Annual Council Meeting (23rd May 2024).</p>
List of	Date Added to List:- N/A

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.

Forthcoming Key Decisions⁷	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
	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 ¹⁰ Head of Democratic Services, Andy Hodson	
	Signature 	Date 7 th May 2024

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.