

## 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 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Rachael Jefferys	Telephone number: 0113 3780799	
<b>Subject<sup>2</sup>:</b>	Disposal of Lobb cottage, Thorn Lane, Roundhay		
	<p>What decision has been taken? The decision has been taken by the Chief Officer of Asset Management and Regeneration to dispose of Lobb Cottage by means of a public auction.</p>		
	<p>A brief statement of the reasons for the decision The reason for the disposal of Lobb Cottage is raise a capital receipt on a property owned by the Council but which is not operational or income generating.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Options considered to retain or refurbish the property were dismissed in favour of disposal of the property.</p>		
<b>Affected wards:</b>	Roundhay		

<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

<b>Details of consultation undertaken<sup>3</sup>:</b>	Executive Member No
	Ward Councillors 1 Councillor Bowden, Councillor Hussain and Councillor Martin were e-mailed regarding the proposed disposal on the 13 <sup>th</sup> July 2023, 3 <sup>rd</sup> October 2023 and 10 <sup>th</sup> November to advise that it will be recommended Lobb Cottage be disposed of by auction. Councillor Bowden responded and had no comments and Councillor Martin had asked that as a condition of Lobb cottages sale its exterior charm is preserved in future, provisions have been made in the sale contract for non demolition and for the purchaser to refurbish the property within 12 months of acquisition. No comments have been received from Councillor Hussain.
	Chief Digital and Information Officer <sup>4</sup> No
	Chief Asset Management and Regeneration Officer <sup>5</sup> Chief Officer Asset Management & Regeneration is signatory to this decision
	Others No
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Rachael Jefferys – the first available auction date once we have determined if the site is safe to view.
<b>List of Forthcoming Key Decisions<sup>6</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>7</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 _____


<sup>3</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>4</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>5</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>6</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>7</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<b>Call-in</b>	Is the decision available <sup>8</sup> 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>9</sup> Angela Barnicle, Chief Officer Asset Management & Regeneration		
	Signature 	Date 3 May 2024	

<sup>8</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.

<sup>9</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.