

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 Communities, Housing & Environment		
Contact person:	Mark Jefford		Telephone number: 0113 378 9751
Subject²:	Railings at Woodhouse Lane car park - Phase 1		
Decision details³:	What decision has been taken?		
	a) The Director of Communities, Housing and Environment is requested to approve the procurement of a contractor through a competitive procedure the Council's Internal Highways Civil Engineering Minor Works Framework to carry out the installation of security railings at Woodhouse Lane Car Park for Phase 1 of the works.		
	b) The Chief Officer Financial services is requested to approve the injection of £475,000 into the capital programme from the Capital Contingencies budget for Phase 1 of the works.		
	Refer to attached report for details		
	A brief statement of the reasons for the decision:		
	Refer to attached report for details		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision:		
	Refer to attached report for details		
Affected wards:	ALL		
	Executive Member Climate, Energy, Environment & Green space		
	Ward Councillors N/A		

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:	Chief Digital and Information Officer N/A		
	Chief Asset Management and Regeneration Officer N/A		
Implementation	Parking Manager		
List of Forthcoming Key Decisions⁵	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 report⁶	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 ⁷ 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 ⁸ James Rogers, Director Communities, Housing and Environment		
	Signature 	Date: 10/6/24	
Approval of Decision	Authorised decision maker ⁹ Victoria Bradshaw, Chief Officer Financial Services		
	Signature 	Date: 10/6/24	

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ 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.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.

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