

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input type="checkbox"/> Over £250,000 <input checked="" type="checkbox"/> Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions:	
Director²	Chief Planning Officer	
Contact person:	Tom Readman Tree Officer	Telephone number: 07795 223803
Subject³:	CITY OF LEEDS TREE PRESERVATION ORDER (NO.06) 2024 TPO 2024 06 (465 OTLEY ROAD ADEL LEEDS LS16 6AJ)	
What decision will be / has been taken?	<p>The Head of Strategic Planning has agreed that the above Tree Preservation Order will be confirmed as per the report of the City Solicitor (Corporate Governance).</p> <p style="margin-left: 40px;">a) Having carefully considered the issue raised by the tree owner, on balance it is considered that the Tree Preservation Order is warranted on the grounds of amenity and expediency. b) That the Order be confirmed, as originally served.</p>	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
	Authorised decision maker ⁴ Martin Elliot – Head of Strategic Planning	

¹ Complete for ALL publishable decisions (key and administrative)

² Director with delegated responsibility set out in Constitution for function to which decision relates.

³ 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

⁴ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

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Approval of publication of Decision	Signature 	Date 16 July 2024
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Information for monitoring purposes

Approximate value⁵	Proposed Expenditure N/A	Anticipated Saving N/A	Anticipated Income N/A
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⁵ Over lifetime of decision (or one year if decision open-ended)

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PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of Forthcoming Key Decisions⁶	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature _____ Date _____

Publication of report⁷	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken: N/A
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: Signature _____ Date _____

Call In⁸	Is the decision available for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in⁹ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):

Following Call In¹⁰	If decision confirmed by Director following call-in , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred: Relevant Executive Member:
	Signature _____ Date _____

⁶ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁷ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

⁸ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

⁹ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹⁰ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.

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