

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	Director Of Children and Families	
Contact person:	Victoria Fuggles	Telephone number: 0113 378 3691
Subject³:	Little Owls fee increase 2024/25	
What decision will be / has been taken?	The decision maker has approved the recommendations set out in the report attached.	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	Authorised decision maker ⁴ Julie Longworth – Director of Children & Families	
	Signature 	Date 19/7/24

Information for monitoring purposes

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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Approximate value⁵	Proposed Expenditure	Anticipated Saving	Anticipated Income £128,000
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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: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Date </div>		
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:		
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Date </div>		
Call In⁸	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input 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: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature Date </div>		

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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