

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 decision² 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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input checked="" 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 type="checkbox"/> Below £250,000 and other reason for publication
Decision timetable	Date added to List of Forthcoming Key Decisions: 19/07/2024	
	Decision date 18/11/24	Date call in will close 25/11/24
Director³	The Director of Communities Housing and Environment	
Contact person:	Glenn Gorer	Telephone number: 3788156
Subject⁴:	<u>Injection of £1.33 million</u> into Capital Scheme 33911\000\000 ASH DIE BACK (funded from General Contingencies) and Authority to spend in relation to the Ash Dieback Project.	
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	<p>The decision maker has approved the recommendations set out in the report attached with effect from the decision date.</p> <p>In addition the decision maker approves the decisions set out below: (Set out any additional necessary decisions to be taken by the decision taker including exempt information, exemption from call in etc. if not already included in report)</p> <ol style="list-style-type: none"> 1. Chief Officer Financial Services to approve the injection of £1.33 million into Capital Scheme 33911\000\000 ASH DIE BACK (funded from General Contingencies). 2. Director Communities, Housing and Environments to approve the spend of £1.33 million on the implementation of essential health and safety work linked to managing initial identifiable risk associated with Ash Dieback in Leeds; including the removal of high-risk trees and the further investigation of risk linked to the highway network in Leeds. The funding will also allow the creation of an Ash Dieback Core Team to manage the Programme and associated contracts, plus the implementation of an Ash Dieback Communications Strategy. 	



¹ Complete for ALL publishable decisions (key and administrative)

² The DDN should be completed, signed and published together with the supporting report **five clear days in advance** of a key decision being taken and made available for call in, unless special urgency applies. For publishable administrative decisions the DDN and report should be published as soon as practicable after the decision has been taken.

³ Director with delegated responsibility set out in Constitution for function to which decision relates.

⁴ 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

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	3. Extensive survey work on the highway network has already been undertaken and a decision has been taken to continue this work during the autumn of 2024. Work on site is schedule to commence early in 2025.	
	Authorised decision maker ⁵ Interim Assistant Chief Executive, finance, traded and resources – Victoria Bradshaw	Signature 
	Authorised decision maker ⁶ The Director of Communities Housing and Environment	

Information for monitoring purposes

Approximate value ⁷	Proposed Expenditure	Anticipated Saving	Anticipated Income

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 Decisions⁸	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p>
	<p>If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred.</p> <p>Relevant Scrutiny Chair:</p> <p>Signature Date</p>

Publication of report⁹	<p>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:</p>
	<p>If report published at short notice relevant Executive member's approval.</p> <p>Relevant Executive Member:</p>

⁵ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁶ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁷ Over lifetime of decision (or one year if decision open-ended)

⁸ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁹ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

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	Signature	Date
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Call In¹⁰	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in¹¹ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):		

Following Call In¹²	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	

¹⁰ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

¹¹ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹² See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.