

## 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 type="checkbox"/> £100,000 to £500,000 <input checked="" 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>	Dorector of Communities, Housing and Environment		
<b>Contact person:</b>	Sonya McDonald	Telephone number: 0113 3788693	
<b>Subject<sup>2</sup>:</b>	Approval to award licences in connection with scheme 82546 (ice cream / refreshment concession licences)		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Chief Officer Climate, Energy and Green Spaces has approved the decision to award licences in connection with scheme 82546 (ice cream / refreshment concessions) to Lakebeech T/A Royds Ices, Ian Super Whippy Ltd T/A Mr Whippy Leeds, Chai and Coco and Nimrah Trading Co Ltd T/A Park Ices. The licence award will commence on 1st April 2024 and end on 31st March 2025 with options to extend 3 x 12 months. The total annual value of the new licence awards is £235,910. Should all extensions be taken for each of the licences awarded, the total value would be £986,959. The detailed breakdown in the attached confidential appendix A.</p>		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The decision will result in income being received into the Council which forms part of the net managed budget of the Climate, Energy and Green Spaces service. An open competitive tender exercise via Yortender has ensured there is a fair and transparent process in awarding licences for concession sites.</p>		
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>		

<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

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	All sites have been reviewed to determine whether awarding a licence is in the best interest of the Council.	
<b>Affected wards:</b>	Beeston and Holbeck, Temple Newsam, Kirkstall, Otley and Yeadon, Kippax and Methley, Armley, Bramley and Stanningley, Calverley and Farsley, Headingley and Hyde Park, Horsforth, Little London and Woodhouse, Middleton Park, Wetherby, Pudsey, Roundhay and Morley South.	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Members have been consulted on pitch locations and there is engagement with relevant stakeholders throughout the year as appropriate.	
	Procurement and Commercial colleagues	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation The Head of Commercial and Estates is the accountable officer. The licences will commence on 1 <sup>st</sup> April 2024	
<b>List of Forthcoming Key Decisions<sup>5</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>6</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 _____	
<b>Call-in</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public: The decision to award the licences is a Significant Operational Decision as it is a direct consequence of a previous Key Decision (decision ref D57068) taken in January 2024 "Approval to extend and grant new ice cream / refreshment concession licences"	

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

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

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

<sup>7</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.

<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Chief Officer, Climate, Energy & Green Spaces	
	Signature:  PE Cook.	Date 18/03/2024

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