

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input checked="" 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 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>	Director of City Development		
<b>Contact person:</b>	David Hopes, Head of Service, Leeds Museums and Galleries	Telephone number: 07891 271033	
<b>Subject<sup>2</sup>:</b>	Thwaite Mills – Closure of the facility and surrender of the leases		
<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>a) The Chief Officer Culture &amp; Economy has approved the decision to close Thwaite Mills, declaring the property surplus to service requirements, and to surrender the three leases of the site to Canal &amp; River Trust (CRT).</p> <p>b) The Chief Officer Culture &amp; Economy has approved continuing engagement with trade unions on managing staff reductions during phased closure, and with key stakeholders such as boaters using moorings at Thwaite.</p> <p>c) The Chief Officer Culture &amp; Economy has approved that, if required, notice (six months) be served on boaters to allow for vacant possession.</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>Given the magnitude of the Council's financial challenge, Thwaite was identified for closure given the scale of the saving (£220k per annum) and the fact that it is the only leased site managed by Leeds Museums and Galleries.</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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Other savings proposals are being consulted on as part of an LMG savings package totalling £446k. The only alternatives to the scale of saving associated with the closure of Thwaite would be a significant reduction of opening hours or closure of an LCC owned museum or gallery.</p>
<b>Affected wards:</b>	All, particularly Hunslet and Riverside where Thwaite is located.
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Cllr Jonathan Pryor, Economy, Culture and Education – various meetings throughout</p>
	<p>Ward Councillors</p> <p>A series of individual meetings took place with local elected members in December 2023 and January 2024</p>
	<p>Chief Digital and Information Officer<sup>5</sup></p> <p>As part of service review workshop, November 2023</p>
	<p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Head of Asset Management involved throughout</p>
	<p>Others</p> <p>Public consultation, 20 December 2023 - 19 January 2024</p> <p>Two staff engagement meetings on 4 December 2024 and 7 February 2024</p> <p>Consultation with trade union representatives on 14 December 2024, on 23 January 2024, and on 7 February 2024</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Head of Service, Leeds Museums and Galleries</p> <ol style="list-style-type: none"> <li>1 To close the site to the public and for all educational bookings from 1 April 2024, and to honour all pre-existing bookings until October 2024.</li> <li>2 To liaise with Canal &amp; River Trust on the terms of terminating the leases (led by Asset Management), and on future use, as soon as possible.</li> </ol>

<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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	3 To progress with operational reconfiguration following VLS reaffirmation requests and to meet the needs of the site (maintenance, delivery of pre-existing functions and events).		
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:- 7 March 2024		
	<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>8</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>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes	<input 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:		
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Eve Roodhouse, Chief Officer Culture & Economy		
	Signature 	Date 25 March 2024	

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</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.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.