

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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 checked="" 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
Director¹	Director of City Development		
Contact person:	Graham Ponton		Telephone number: 0113 3787747
Subject²:	Duke Makes by Duke Studios funded by the Creative and Digital Workspace Fund (Number 33054/LAH)		
Decision details³:	<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 Director of City Development</p> <p>a) Approved and authorised the release of up to £50,000 in three tranches (£20,000 (40%) at production of invoices to this value , £15,000 (30%) at satisfactory completion of audit 1 and production of invoices at this value and £15,000 (30%) at satisfactory completion of audit 2 and production of invoices to this value) from the Creative and Digital Workspace Fund to Duke Studios Ltd to action and facilitate their Dukes Makes project</p> <p>b) Authorised the Council entering into a grant agreement with Duke Studios Ltd to ensure that monies are spent in accordance with the agreed project plan on eligible expenditure.</p> <hr/> <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> <ul style="list-style-type: none"> • It was noted that the Director for City Development will seek to support further requests for assistance to sustain and improve the provision of creative workspace through the remaining £100,000 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

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

	<p>in the Creative and Digital Workspace Fund and the remaining funds in the Tech Hub Fund in the July 2019 report.</p> <ul style="list-style-type: none"> • Duke Makes is a dedicated digital fabrication and rapid prototyping creator space in Leeds. It houses a range of machines for processes such as laser cutting, vinyl cutting and CNC routing with more services planned for the future. Duke Makes creator space is being created to service the current and future creators of Leeds - businesses, designers, architects, artists and engineers – but will also be available for public use. • The Dukes Makes project provides a space for prototyping and small manufacturing – a gap in the market at the moment as there are very few (5) dedicated ‘maker friendly spaces’ as identified as a need in the Leeds CDI Workspace Research Report on the Leeds city centre and fringe area by CSM 2019. • The £50,000 has been earmarked to fit capital equipment necessary to provide a complete workshop and provide a quality service. • A grant agreement will be agreed and signed ensure that money is spent according to the agreed project plan and value for money is achieved through sustainability. This will be monitored by Fiona Bolam, Head of Economic Policy.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ul style="list-style-type: none"> • Payment in full or up front is considered too much ‘at risk’ in the current climate and financial position of Dukes Studios. • To create a new space using LCC resources would be inhibitive and unresponsive to an immediate demand. • To procure by open tender would be unlikely to result in a facility of the same quality, scope and specialism as outlined in comparison to the Dukes Makes project, and would not allow a fast responsive facility ready to trade immediately in support of the Leeds Economic Recovery Framework.
Affected wards:	Hunslet and Riverside

Details of consultation undertaken⁴:	Executive Member Cllr J Blake (Executive Members for Inclusive Growth and Culture) Cllr J Pryor (Learning, Skills and Employment)		
	Ward Councillors (Hunslet and Riverside) Cllr Mohammed Iqbal, Cllr Elizabeth Nash and Cllr Paul Wray		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation Fiona Bolam – Head of Economic Policy, Timing is as per schedule 1 in the grant agreement – no dates are set but it is expected to be completed within the 20/21 financial year.		
List of Forthcoming Key Decisions⁵	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁶	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 _____		
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of	Authorised decision maker Martin Farrington, Director of City Development		

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

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

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

⁷ 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.

Decision	Signature 	Date 23 February 2021
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