

Delegated Decision Notice (DDN)


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 checked="" 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 type="checkbox"/> £25,000 to £100,000 <input checked="" 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 Communities, Housing & Environment		
Contact person:	Rebecca Meers – Assistant Carnival and Events Manager		Telephone number: 0113 3788149
Subject²:	Christmas event at Temple Newsam		
Decision details³:	What decision has been taken? That the Chief Officer Parks and Countryside gave approval to enter into a licence agreement with Raymond Gubbay Ltd to enable a Christmas event to occur at Temple Newsam.		
	A brief statement of the reasons for the decision. There is no impact to the authority as the event would be the responsibility of Raymond Gubbay Ltd, with the authority receiving a fixed hire fee.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision. A partnership agreement was considered with the event organiser but was rejected as the proposal involved financial risk to the authority.		
Affected wards:	Temple Newsam		
Details of	Executive Member Cpouncillor Salma Arif		

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.

consultation undertaken⁴:	Temple Newsam Ward Councillors	
	March 2021	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Rebecca Meers, Formal agreement to be in place by July 2021	
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: Significant	
Approval of Decision	Authorised decision maker ⁸ Sean Flesher, Chief Officer Parks & Countryside	
	Signature 	Date: 24/05/21

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.

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