

## 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 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
<b>Director<sup>1</sup></b>	Martin Farrington, Director of City Development		
<b>Contact person:</b>	Gaby Paradis, Culture & Creative Industries Development Manager		Telephone number: 07562 439199
<b>Subject<sup>2</sup>:</b>	National Poetry Centre - Trinity St. David's viability appointments		
<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 for Culture and Economy has approved the waiver of the following Contracts Procedure Rule to allow the appointment of Gagarin Studios and Festival &amp; Events International for the completion of a viability study to determine if Trinity St. David's Church is a suitable venue for the National Poetry Centre</p> <p>a. <b>CPR 8.1</b> Where no appropriate ISP, existing provider or Third-Party Framework Agreement exists, competition is required for procurements valued at or over £25k but at or below £100k.</p> <p>b. <b>CPR 8.2</b> Where there are sufficient numbers of providers at least three written tenders will be invited.</p> <p>And approved the contract award to Gagarin Studios and Festival &amp; Events International Ltd. in the sum of £89,508. The contract shall commence on the 1 October 2021 and expire on the 31 March 2022. With the option to extend for a period of 6 months such option not to be taken up more than once.</p> <p>Note, the fee estimate of £89,508 includes £53,820 in architectural fees to Gagarin Studios, £15,000 in survey costs which are potentially commission via</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.

	Gagarin Studios and £20,688 to Festivals & Events International for works associated with establishing the National Poetry Centre Trust.
	<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>In September 2020 a site appraisal, completed by Gagarin Studios in association with Festival &amp; Events International, was completed to assess the 11 available sites. Based on the assessment criteria for the various sites Trinity St. David's Church scored highest and was therefore put forward as the preferred location. The site offers sufficient accommodation into which the aims of the 'National Poetry Centre' could be met.</p> <p>It is necessary to build upon the work undertaken by Festivals &amp; Events International and Gagarin Studios in September 2020 and undertake a detailed viability study of the proposed location of the National Poetry Centre, Trinity St. David's Church. With the product of this exercise being a greater understanding of the opportunities and technical challenges the building poses, along with estimated costings necessary to inform future fund-raising efforts.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Due to this exercise being a continuation of the initial multi-site appraisal it is crucial to reappoint both Festivals &amp; Events International Ltd. and Gagarin Studios to complete this task. This will ensure greater value for money as both parties have previously tendered for the work and will not require additional time and fee for familiarisation with the aims, aspirations and progress to date on the project. Furthermore, this will ensure the critical path programme is met with respect to the project, with any requirement for a new full procurement exercise and subsequent familiarisation period resulting in significant and irreversible delays to the project.</p>
<b>Affected wards:</b>	<p>Little London and Woodhouse</p> <p>(should the site be approved)</p>
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Councillor Jonathan Pryor, Executive Member for Economy, Culture and Education.</p>

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

	Little London and Woodhouse ward Councillors Cllr Akhtar, Cllr Brooks and Cllr Marshall Katung.
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Pam Johnson, Head of Culture Programmes is the accountable Officer and maintains budget responsibility for the project.</p> <p>Gaby Paradis, Culture and Creative Industries Development Manager and Chris Gosling will represent Leeds City Council on the Steering Group alongside University of Leeds, Leeds Culture Trust, Arts Council England, the Poet Laureate and an independent Chair.</p> <p><b>outline timescales for implementation:</b></p> <ol style="list-style-type: none"> <li>1. Contracting of consultants: 3-4 weeks.</li> <li>2. Stage 2 works expected to commence 1 October .</li> <li>3. Once started it is anticipated this will be completed within 4-6 months, and therefore it is expected that the work will be completed by the end of March 2022.</li> <li>4. While the work to identify an appropriate governance model will be completed during this work period, it is expected that finalising the set-up of governance arrangements will take longer as these processes are subject to processes and timelines, beyond the project team.</li> </ol> <p>Overarching project key stages are:</p> <ul style="list-style-type: none"> <li>• Fundraising 2022-25</li> <li>• Construction 2023-25</li> <li>• Trading 2025-26</li> </ul>
<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

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

	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
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Eve Roodhouse, Chief Officer Culture & Economy		
	Signature 	Date 21 September 2021	

<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.

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