

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 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	Martin Farrington, Director of City Development		
Contact person:	Yvonne Hardman, Head of Collections & Programmes, Leeds Museum & Galleries		Telephone number: 0113 378 2096
Subject²:	Procurement in relation to acquisition of the Townley commode		
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 Chief Officer, Culture & Economy has approved the procurement of the acquisition in line with CPR 9.5.</p> <p>The grant is claimed from the Leeds Art Fund by the Head of Collections & Programmes.</p> <p>The purchase order will be raised accordingly by the Head of Collections & Programmes.</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 acquisition to the Leeds Museums & Galleries' collections of the Townley</p>		

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>commode (similar to a sideboard) is a unique and significant piece of furniture dating from c. 1770. In order to proceed with its procurement in line with the Contracts Procedure Rules, the decision above has been taken.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The alternative option was for the procurement to be undertaken outside of the Contracts Procedure Rules or for the acquisition not to proceed, but this would be outside of the Service's approved acquisition procedure which sits with the Collections Development committee.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Others Leeds Museums & Galleries Collections Development committee
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Yvonne Hardman, Head of Collections & Programmes, Leeds Museum & Galleries.</p> <p>The acquisition procurement process will be completed by November 2021.</p>
List of Forthcoming Key Decisions⁵	Date Added to List:- N/A
	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

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

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 Decision	Authorised decision maker ⁸ Eve Roodhouse, Chief Officer Culture and Economy		
	Signature <i>Eve Roodhouse</i>	Date 27 September 2021	

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.