

## 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 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 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
<b>Director<sup>1</sup></b>	Martin Farrington, Director of City Development		
<b>Contact person:</b>	David Hopes, Head of Service, Leeds Museum & Galleries	Telephone number: 0113 378 4047	
<b>Subject<sup>2</sup>:</b>	Admission charge changes for Non-Leeds residents at Kirkstall Abbey, May 2022		
<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, Culture &amp; Economy, has approved the following:</p> <ul style="list-style-type: none"> <li>• The introduction of an admission charge for Non-Leeds residents to Kirkstall Abbey from 10<sup>th</sup> May 2022.</li> <li>• The requirement that Leeds residents show proof of address to gain free entry from 10<sup>th</sup> May 2022.</li> <li>• Progress registering the Kirkstall Abbey Trust (which owns the site) with the Charity Commission.</li> </ul>		
	<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>This proposal came forward as part of a council wide budget planning process for FY22/23. It will help Leeds City Council address its current financial challenge while maintaining free access for local people and</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>improving the visitor experience for everyone. The main issues associated with this change for Leeds and Non-Leeds residents were identified during a six-week public consultation process and changes made to the proposals. The legal implications and options for charging have been discussed extensively with colleagues in Legal and Finance. Charging will be made by the trust (which owns the abbey). LCC has been advised to register this trust, which external legal advice has suggested is charitable in nature and purpose, with the Charity Commission. These changes are anticipated to raise an additional £160k per annum.</p>
	<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"> <li>a. That the Abbey could continue to be free to all. This might have meant that other charging sites needed to increase their costs and these would affect all (not just Non-Leeds residents).</li> <li>b. Other income generating options are in the pipeline for LMG but the Kirkstall Abbey change requires little investment and could be implemented relatively quickly, unlike the other options.</li> </ul>
<p><b>Affected wards:</b></p>	<p>All wards – but especially Kirkstall and Armley given location of the Abbey and its use by local people.</p>
<p><b>Details of consultation undertaken<sup>4</sup>:</b></p>	<p>Executive Member Since 6<sup>th</sup> September 2021 and throughout consultation process.</p> <hr/> <p>Ward Councillors</p> <p>A meeting was held at Abbey House Museum with the three local elected members, Councillors Illingworth and Venner, on 10<sup>th</sup> December 2021 and Councillor Bithell (who could not attend) sent feedback via email.</p> <p>Main feedback: supportive provided access arrangements for disabled people is also considered to the Abbey visitor centre.</p> <p>This proposal was also discussed at the Strategy and Resources Scrutiny committee on 24<sup>th</sup> January 2022.</p>


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

	<p>Others</p> <p>Public consultation on Your Voice, Jan – Feb 2022</p> <p>Senior Management Team, LMG</p> <p>Elaine Francis-Truett, Keeper, Kirkstall Abbey and Abbey House Museum</p> <p>Staff at Kirkstall Abbey and Abbey House Museum</p> <p>Eve Roodhouse, Chief Officer, Culture &amp; Economy</p> <p>Sarah Blenkin, Legal</p> <p>Mark Turnbull, Legal</p> <p>Paul Cox, Finance</p> <p>Sarah Bagley, Finance</p> <p>Mary Hasnip, Legal</p>	
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Elaine Francis-Truett. Implement from 10<sup>th</sup> May 2022.</p>	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-	
	<p><b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision</p>	
	<p><b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>	
<b>Publication of report<sup>6</sup></b>	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p>	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
<b>Call In</b>	<p>Is the decision available<sup>7</sup> for call-in?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>

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

<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.

	<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>8</sup> Eve Roodhouse, Chief Officer Culture and Economy	
	Signature 	Date 09/05/2022

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