

## 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 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>	Director of Communities, Housing & Environment		
<b>Contact person:</b>	Emma Trickett – Parks Technical Manager Claire Hern – Parks Technical Officer	Telephone number: 0113 37 86002	
<b>Subject<sup>2</sup>:</b>	<b>Approval to procure a contractor to improve the interpretation, signage and visitor experience at Home Farm, Temple Newsam</b>		
<b>Decision details<sup>3</sup>:</b>	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.)  The Chief Officer Parks and Countryside has approved the procurement strategy to carry out a competitive procurement through YorTender to appoint a contractor to develop an interpretation strategy and improve the interpretation, visitor engagement, education and signage at Home Farm, Temple Newsam.		
	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)  This procurement strategy has been advised to ensure that we can procure the goods/services required to improve the visitor offer at Home Farm.  The Council's Procurement & Commercial Services team are supportive of the proposals contained in the report.		

<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.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  This is the only viable option available to us to ensure a fair, transparent, and compliant procurement process is undertaken.		
<b>Affected wards:</b>	Temple Newsam		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Executive Board report – approved September 2020		
	Ward Councillors As above		
	Others See report		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Emma Trickett / Claire Hern		
<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 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

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

<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> Sean Flesher, Chief Officer, Parks and Countryside	
	Signature 	Date 16/06/22

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