

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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| 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 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 |
| Director¹ | Martin Farrington, Director of City Development | | |
| Contact person: | Steve Mason Head of Markets | Telephone number: 0113 378 9071 | |
| Subject²: | To increase market fees and charges from 1 st October 2022 | | |
| 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 Operations and Active Leeds approved a number of increases to market fees and charges with effect from the 1st October 2022 which would increase the market income by £40,000 per annum.</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 increases to the markets fees and charges is to bring them in line with inflation. The last inflationary increase was in 2013 and since then the market service has sought to reduce the impact of increasing costs on its traders by not generally passporting increases on by means of changes to fees and charges (service charges, where applicable have been increased). This is no longer sustainable for the service as the markets own costs continue to increase impacting on income levels falling.</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.

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| | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Not increasing fees and charges was not considered during a time where Leeds City Council looks to make significant savings as well as reviewing all income generating opportunities.</p> |
| Affected wards: | Little London and Woodhouse, Hunslet and Riverside and Otley and Yeadon. |
| Details of consultation undertaken⁴: | Executive Member Cllr Pryor Deputy Leader of Council and Executive Member for Economy, Culture and Education |
| | Ward Councillors in Little London and Woodhouse, Hunslet and Riverside and Otley and Yeadon. |
| | Others |
| Implementation | Officer accountable, and proposed timescales for implementation Steve Mason - Immediate action with implementation from 1 st October 2022 |
| 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 _____ |

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

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| 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 Phil Evans, Chief Officer Operations and Active Leeds | | |
| | Signature  | Date 20/09/2022 | |

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.