

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	Director of City Development		
Contact person:	Andrew Gledhill Kerry Courtney	Telephone number: 0113 3787678 0113 3787875	
Subject²:	Leeds Media Centre Savile Mount Chapeltown LS7		
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.) The Director of City Development has approved:</p> <ul style="list-style-type: none"> a) The granting of an Agreement for Lease to Unity Property Services to undertake works. b) A Lease Agreement to Unity Property Services upon satisfactory completion of the works. c) The issue of a loan agreement to Unity Property Services for £500,000 on the terms outlined in the confidential appendix, and as approved in consultation with the Chief Financial Officer. 		
	<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>Required in order to release and complete legal agreements to Unity Property Services, for the refurbishment of the Leeds Media Centre.</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 option of not proceeding was considered and discounted, given the support</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.

	provided by Executive Board and that this opportunity to make the property sustainable for the future would be lost.
Affected wards:	Chapel Allerton
Details of consultation undertaken⁴:	Executive Member The proposal was drawn up in consultation with the then Executive Member for Inclusive Growth and Culture through the approval of the original funding package in summer 2019 and, subsequently, through the Council's Capital Programme review process in September 2020.
	Ward Councillors Ward Members were consulted at the time of the original approval in June 2019. Officers from Economic Development are further updating local ward members at a briefing scheduled for mid-September.
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶ Chief Officer Asset Management and Regeneration has been briefed in detail on the project.
	Others
Implementation	Officer accountable, and proposed timescales for implementation. Accountable Officer: Phil Cole - Head of Funding Programmes and Business Support. Implementation will be with immediate effect.
List of Forthcoming Key Decisions⁷	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 report⁸	If not published for 5 clear working days, prior to decision being taken the reason why not possible: It is a matter of urgency that the Council enters into all legal agreements with UPS,

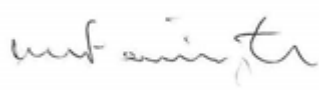
⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	to enable the refurbishment works to commence and be delivered in a compressed timeframe.	
	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes
		<input checked="" type="checkbox"/> No
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>Detail obtained through one-to-one negotiations for the lease of the property, then it is not in the public interest to disclose this information, and should be considered exempt under rule 10.4.(3) of the Access to Information Procedure Rules</p>	
Approval of Decision	Authorised decision maker ¹⁰	
	Martin Farrington, Director of City Development	
	Signature	Date: 27 September 2022
		

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.