

Delegated Decision Notice (DDN)

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

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 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 Baker Head of Active Leeds	Telephone number: 07736 306106	
Subject²:	Active Leeds Fees and Charges Increases from 1 st November 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 has approved the price increases as set out in the report and for these price increases to take effect from 1st November 2022.</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>There is an immediate priority within the Council to achieve savings or generate additional income due to the increase in costs in running services. These additional costs are substantial for Active Leeds at nearly £1m with the pay offer (estimated over £700k) and rises in energy costs (estimated over £200k) that need to be addressed in 2022/23 that fundamentally underpin the Active Leeds service's budget for the current year and 2023/24 which are based on growing income to offset the additional costs.</p> <p>Therefore, a review of the fees and charges for the Leisure Centres has been undertaken to contribute towards mitigating some of the additional financial pressures. This therefore means that prices at the leisure centres are proposed</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>to increase to raise additional revenue in the current year and next financial year. These charges currently generate in the region of £14m a year and the additional chargers will generate an additional £770k per year.</p>
	<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> <p>Alternative options which were discounted included the closure of facilities.</p>
Affected wards:	All
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Cllr Arif</p> <p>Executive Member for Public Health and Active Lifestyles</p>
	Ward Councillors – N/A
	Chief Digital and Information Officer ⁵ - N/A
	Chief Asset Management and Regeneration Officer ⁶ - N/A
	Others – Given that the decision does not give rise to any direct staffing implications Trades Union have not been consulted, they have however been provided with a copy of the report for awareness.
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Steve Baker - Immediate action with implementation from 1st November 2022</p>
List of Forthcoming	<p>Date Added to List:-</p> <p>9th September 2022</p>

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.

Key Decisions ⁷	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 report ⁸	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 ⁹ for call-in?	<input checked="" type="checkbox"/> Yes <input 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 ¹⁰ Phil Evans, Chief Officer Operations and Active Leeds	
	Signature 	Date 11/10/2022

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

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.