

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 type="checkbox"/> Key Decision	<input type="checkbox"/> X 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 type="checkbox"/> X £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:	Katie Dunlevey	Telephone number: 0113 3789821	
Subject²:	Innovation@Leeds capital funding scheme – SOD re funding decisions		
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> <ol style="list-style-type: none"> 1. Chief Officer approved the proposal to proceed to making grant funding offers to two of the projects considered in Round Two – Leeds Studio Cooperative (£125k) and Leeds Media Centre (£80k) 2. Granted retrospective Approval to Spend against a payment of £393,500 made to Duke Studios during the Tech Hub Round Two funding round 3. Agreed the timeline proposed for the remainder of the process 		
	<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 are no significant financial, procurement, legal or equalities implications from this decision. There is £451k of funding within the capital programme and Finance colleagues are aware of these funding decisions. A schedule of payments/draw down dates will be agreed with each of the applicant organisations. There will be a call on resource from Legal Services colleagues to support in the negotiation of the relevant Grant Funding Agreement.</p> <p>The Innovation@Leeds capital funding awards will help to deliver against the ambition within the Leeds Recovery Framework to develop resilience within the local economy. The creation of enterprise and innovation support facilities within neighbourhoods will help to build both economic resilience and digital capability</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>amongst organisations and individuals within communities across the district and to create district centres which respond to the need of the communities which they serve. Successful applicant organisations have shown that they will engage with a business owners and founders from diverse backgrounds supporting our Inclusive Growth agenda.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There were several options considered when assessing the information provided by applicants in the round two stage.</p> <p>Fund Leeds Studio Cooperative at a lower level the Leeds Studio Cooperative submitted a proposal with two funding scenarios. Having considered both the options the panel recommend supporting the award of £125k to allow for the refurbishment of both the upstairs studios and the accessible toilet block. This higher level of investment will allow the project to begin to generate income from use of the studios at an earlier stage in the overall project development than would otherwise have been possible. This should allow for acceleration of later project stages to bring the forward the completion date of the project as a whole.</p> <p>Funding for the other projects participating in round two All the projects under consideration had merit and would bring benefits to Leeds. However, the degree to which projects aligned well with the overall scheme objectives differed with some projects showing weak alignment. The Chief Officer Culture & Economy has therefore endorsed the panel recommendation to engage in further discussion with the applicants on these projects to establish if there are better routes for support and/or better align with this fund.</p>
Affected wards:	The competition was open to projects from any ward in Leeds MD. This decision will fund activity in Chapel Allerton and Headingley & Hyde Park wards.
Details of consultation undertaken⁴:	Executive Member
	Cllr Jonathan Pryor
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation

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.

	<p>The Chief Office for Culture and Economy is accountable for this scheme.</p> <p>The Head of Economic Policy is responsible for delivery of the scheme</p> <p>Proposed implementation timetable</p> <table border="1" data-bbox="395 336 1484 667"> <thead> <tr> <th data-bbox="395 336 1233 398">Item</th><th data-bbox="1233 336 1484 398">Date</th></tr> </thead> <tbody> <tr> <td data-bbox="395 398 1233 501">Grant awards announced and grant funding agreements (GFAs) developed</td><td data-bbox="1233 398 1484 501">w/c 03/04/23</td></tr> <tr> <td data-bbox="395 501 1233 600">Project delivery commences once GFAs agreed, project monitoring set at initial quarterly intervals</td><td data-bbox="1233 501 1484 600">From April 2023</td></tr> <tr> <td data-bbox="395 600 1233 667">Capital elements of projects completed within one year of GFA</td><td data-bbox="1233 600 1484 667">Winter 2023/24</td></tr> </tbody> </table>			Item	Date	Grant awards announced and grant funding agreements (GFAs) developed	w/c 03/04/23	Project delivery commences once GFAs agreed, project monitoring set at initial quarterly intervals	From April 2023	Capital elements of projects completed within one year of GFA	Winter 2023/24
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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:										
	If published late relevant Executive member's approval Signature _____ Date _____										
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	X <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 Eve Roodhouse – Chief Officer Culture and Economy										
	Signature 	Date 24 March 2023									

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.