

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 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	Martin Farrington – Director of City Development		
Contact person:	Catherine Fenton	Telephone number: 07980 727942	
Subject²:	Refurbishment and Purchase of gym equipment for Wetherby Leisure Centre		
Decision details³:	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>a) The Chief Officer Financial Services has agreed to inject £124,344.24 departmental prudential borrowing into the 2023/24 Capital Programme.</p> <p>b) The Chief Officer, Operations and Active Leeds has given authority to spend £124,344.24 in 2023 supported from prudential borrowing at a cost of £21,078 per annum over 7 years on gym equipment for Wetherby Gym.</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)			
Wetherby Leisure Centre is in need of investment to provide the services required and to generate additional income to support the Active Leeds Income targets. The associated DCR sets out in full the rationale for the investments and details that the investment will be supported by prudential borrowing.			

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>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The following options were considered, but discounted for the reasons given:</p> <ul style="list-style-type: none"> • Carry out a refurbishment but use the old equipment. However, with the new space the equipment will look and feel even more outdated, and the cost to repair and service the equipment will continue to increase and customer satisfaction levels will fall. • Carry out the refurbishment but just purchase some more equipment to add to the old equipment. Again, this will not capitalise on the full experience and will just highlight the old equipment more which will lead to customer dissatisfaction.
Affected wards:	Wetherby
Details of consultation undertaken⁴:	Executive Member Cllr Arif
	Ward Councillors Wetherby Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Catherine Fenton, Active Leeds Fitness Manager with immediate implementation.
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	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

report⁸	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
	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 & Active Leeds, City Development & Victoria Bradshaw, Chief Officer Financial Services	
	Signature:  Phil Evans  Victoria Bradshaw	Date: 23 March 2023

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.