

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Lisa Broadest Head of Operations & Enterprise	Telephone number: 0113 378 1707	
<b>Subject<sup>2</sup>:</b>	Leeds Museums and Galleries Fees and Charges Report, 2023/24		
<b>Decision details<sup>3</sup>:</b>	<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, Culture &amp; Economy has approved:</p> <ul style="list-style-type: none"> <li>- the schedule of charges for Leeds Museums and Galleries for FY2023/24</li> <li>- the implementation of the new fees and charges and associated policies as set out in the report from 24<sup>th</sup> April 2023</li> </ul>		
	<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>A review of fees and charges is undertaken annually and has taken into account the current financial environment including the rate of inflation, the ongoing recovery still required following the recent pandemic, current and proposed income targets for 2023/24 whilst balancing this with the cost of living crisis. It has also drawn upon the recommendations from a recent commercial review by an external organisation.</p> <p>The key outcomes ensure Leeds Museums and Galleries provide choice to visitors, offer value for money alongside specific discounts, deliver against agreed income targets in the next financial year.</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  An option not to increase fees and charges was considered. This would, however, create budget pressures and would constitute a notable budgetary risk.	
<b>Affected wards:</b>	All	
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member N/A	
	Ward Councillors N/A	
	Chief Digital and Information Officer <sup>5</sup> N/A	
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A	
	Others N/A	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Lisa Broadest – from 11 <sup>th</sup> April 2023	
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval  Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 _____	
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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


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

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

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

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

<sup>9</sup> 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.

	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Eve Roodhouse	
	Signature  	Date 24/04/2023

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