

## 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 Communities, Housing & Environment		
<b>Contact person:</b>	Mike Kinnaird		Telephone number: 37 86002
<b>Subject<sup>2</sup>:</b>	Revision of Visitor Attraction Admissions Charges – December 2023 / January 2024		
<b>Decision details<sup>3</sup>:</b>	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.)  a) The Chief Officer Climate, Energy & Green Spaces has approved the table of revised charges as shown in Appendix A for Temple Newsam and Tropical World on 1 <sup>st</sup> December 2023 and Lotherton Hall on 8 <sup>th</sup> January 2024.		
	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)  The report seeks approval to implement a 5% increase on the admission charges for Temple Newsam Home Farm, Tropical World and Lotherton Hall. Approval is also sought to remove the free for under 5s element and lower the age to free for under 3s. Benchmarking information shows that similar attractions give free places to under 1s, under 2s and under 3s. The proposal to change the age of free child places for Leeds' attractions		

<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.

	<p>from under 5s to under 3s would fall in line with similar attractions. Free entry will continue to be provided for Leeds' school visits.</p> <p>The report seeks approval to implement the table of revised charges as shown in Appendix A from 1st December 2023 at Temple Newsam Home Farm and Tropical World and from 8th January 2024 at Lotherton Hall.</p> <p>The majority of charges for the visitor attractions managed by the Climate, Energy &amp; Green Spaces services were last reviewed and implemented in April 2023. Operating costs (including staffing, energy and animal feed) have increased since the admission charges were last reviewed. Budgets are being tightly managed, however, the increase in costs mean that additional income is required to enable the continued provision of these valued visitor attractions and support the maintenance of wider, free-to-access, green space across the city.</p> <p>The full list of proposed charges is attached at Appendix A.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An option not to increase fees and charges was considered. However, this would create a budgetary pressure, increasing the risk that the attractions are not maintained to required standards and negatively impact on the wider green spaces that the attractions support.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Ward Councillors</p> <p>Others</p> <p>All charges increases will be notified by the appropriate means.</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The report proposes that the revised changes are implemented from 1<sup>st</sup> December 2023 at Temple Newsam Home Farm and Tropical World and from 8<sup>th</sup> January 2024 at Lotherton Hall.</p>
	Date Added to List:-

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

<b>List of Forthcoming Key Decisions<sup>5</sup></b>	<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>6</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>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<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>8</sup> Chief Officer Climate, Energy & Green Spaces- Polly Cook,	
	Signature  P E Cook.	Date 08/11/23

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</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.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.