

## 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 checked="" 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
<b>Director<sup>1</sup></b>	Director of Communities, Housing & Environment		
<b>Contact person:</b>	Lee Hemsworth	Telephone number: 0113 3782477	
<b>Subject<sup>2</sup>:</b>	Declare the Farm Rd site (LS15 8DT) surplus to the requirements of the service.		
<b>Decision details<sup>3</sup>:</b>	<p><i>What decision has been taken?</i>            (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 Director of Communities Housing &amp; Environment has:</p> <ul style="list-style-type: none"> <li>a) Noted the findings of Community Hub &amp; Libraries Service 'Needs Assessment' which will inform the future direction of the library provision in the Crossgates area of Leeds.</li> <li>b) Instructed City Development to negotiate and enter into an extended lease for space within Crossgates Shopping Centre, and further develop the existing library provision to support a Community Hub facility.</li> <li>c) Declared the Farm Rd site (LS15 8DT) surplus to the requirements of the service.</li> </ul>		
	<p><i>A brief statement of the reasons for the decision</i>            (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The Farm Rd site (LS15 8DT) and former building in which the local Leeds City Council library provision resided, is now surplus to the requirements of the service due to the mounting refurbishment and maintenance costs exceeding Leeds City Council's available budget. To ensure a library provision continues to support the local community, the library provision has temporarily relocated to the Crossgates Shopping Centre.</p> <p>Leeds City Council's Community Hub &amp; Libraries Service is undertaking a needs assessment to inform the future direction of the library provision in the Crossgates</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.

	<p>area of Leeds. The assessment will consider the needs of the community and relevant demographic groups to ensure Leeds City Council provides a service that is compliant with statutory obligations and ensures financial resilience.</p> <p>This report will set out details of the current position and necessary recommendations to the Director of Communities Housing &amp; Environment to ensure the service will continue to meet the statutory duties and the offer is financially sustainable and fit for the future.</p>
	<p><i>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</i></p> <p>Further options were explored to retain the Farm Rd site but the required budget to resolve the existing challenges with the building and wider site significantly exceeds the available budget. Temporarily relocating the library provision into the Crossgates Shopping Centre has maintained a local library provision for the community that meets the statutory requirements. Further work via a Needs Assessment will steer the future library provision in the area.</p>
<b>Affected wards:</b>	Crossgates and Whinmoor
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member for Communities – Cllr Harland</p> <p>Executive Member for Resources – Cllr Coupar</p> <p>Crossgates and Whinmoor Ward Councillors</p>
	<p>Ward Councillors</p> <p>Crossgates and Whinmoor</p>
	<p>Chief Digital and Information Officer<sup>5</sup></p> <p>N/A</p>
	<p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>Angela Barnicle</p>
	<p>Others</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p><b>Lee Hemsworth:</b> With immediate effect from the date of approval</p>
<b>List of</b>	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.

<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.

<b>Forthcoming Key Decisions<sup>7</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>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
	<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> James Rogers, Director of Communities, Housing and Environment	
	Signature 	Date 2/2/24

<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.

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