

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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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"/> £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 Communities, Housing and Environment		
Contact person:	Emma Trickett or Paul Senior	Telephone number: 0113 378 8157	
Subject²:	Investment in Leeds Parks Tennis Facilities.		
Decision details³:	<p>What decision has been taken?</p> <p>(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>A. The Chief Officer, Financial Services has approved the injection into the Green Space's capital programme of £513,326.65 for the refurbishment of 42 tennis courts in 8 Leeds parks.</p> <p>B. The Director of Communities, Housing and Environment authorises the spend of £513,326.65 for the provision of the above.</p> <p>C. The Director of Communities, Housing and Environment gives authority to undertake the proposed procurement strategy for the refurbishment works in accordance with the Council's Contracts Procedure Rule (CPR) 9.1.</p> <p>D. The Director of Communities, Housing and Environment grants authority to directly award a contract for £627,536.04 to Fosse Contracts Limited by calling-off from the LTA, Parks Improvement Programme Contractors Framework, to refurbish 42 tennis courts at 8 of the Council's parks and for £26,550.00 to directly award a contract to CIA Fire & Security Limited by calling-off from the LTA "Gate Locks Framework" to install a new gated system at the same tennis courts. The contracts will commence on 12 June 2024 and will terminate on 2 September 2024.</p> <p>E. The Director of Communities, Housing and Environment approves entering into the individual Grant Funding Agreement with LTA Tennis Foundation for the sum of £513,326.65 towards the renovation of the park tennis courts. The Grant Funding Agreement shall commence on 12 June 2024 and shall terminate on 2 September 2024.</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>F. The Director of Communities, Housing and Environment grants the use of the General Exception rule (section 2.5 of the Executive and Decision-Making Procedure Rules) in order to meet the time scales of the external funder (the Lawn Tennis Association), so that the project can go ahead.</p>
	<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>The decision allows for 42 tennis courts in 8 Leeds parks to be improved with external funding from the Lawn Tennis Association. See accompanying report for full details.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The option not to accept the offer of funding from the LTA was considered, but rejected because failure to invest in the tennis courts would lead to many of them remaining or becoming unplayable and other funding options are not currently available.</p>
Affected wards:	Gipton & Harehills, Chapel Allerton, Temple Newsam, Kirkstall, Rothwell, Roundhay and Weetwood
Details of consultation undertaken⁴:	<p>Executive Member for Climate, Energy, Environment and Green Space Cllr Rafique – consultation undertaken April 2024</p> <p>Ward Councillors</p> <p>The following Ward Councillors were emailed about the proposals for the tennis courts in their ward in Feb 2024.</p> <p>Cllrs Dowson, Rafique and Taylor – Chapel Allerton Cllrs Ali, Arif and Hussain – Gipton & Harehills Cllrs Venner, Rontree and Bithell – Kirkstall Cllrs Chapman, Golton and Hart-Brooke – Rothwell Cllrs Bowden, Hussain and Martin - Roundhay Cllrs Coupar, Hayden and Sharpe - Temple Newsam Cllrs Flint, Heselwood and Wilson - Weetwood</p>
	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.

	Emma Trickett/Paul Senior Time scales for implementation: Jun – September 2024.	
List of Forthcoming Key Decisions⁷	Date Added to List: 8 th May 2024.	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision Use of the General Exception rule (section 2.5 of the Executive and Decision-Making Procedure Rules) in order to meet the time scales of the external funder (the Lawn Tennis Association), so that the project can go ahead.	
	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 checked="" type="checkbox"/> Yes <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 Victoria Bradshaw - Chief Officer, Financial Services	
	Signature <i>V. f. Bradshaw</i>	Date 24 May 2024
Approval of Decision	Authorised decision maker ¹¹ James Rogers - Director of Communities, Housing and Environment	
	Signature <i>J. Rogers</i>	Date 24 May 2024

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.

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