

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	Communities Housing and Environment		
Contact person:	Andrew Culloden	Telephone number: 3789985	
Subject²:	Approval to extend, procure and award new ice cream / refreshment concession licences		
Decision details³:	<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 Director of Communities, Housing and Environment has approved the decision to</p> <ul style="list-style-type: none"> • extend the concessions licences detailed in Appendix A for a further 12 months. The licences will commence on 1st April 2025 and end on 31st March 2026. The total value of the extensions is £428,221.46. • procure and award licences to those pitches as identified in confidential Appendix A. The licences will commence on 1st April 2025 and end on 31st March 2026 with options to extend (3 x 12 months). It is estimated that the total income received from the new licences could be up to £96k. • approve the evaluation methodology in line with Contracts Procedure Rule 3.1.9. <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 will result in income being received into the Council which forms part of the net managed budget of the Climate, Energy and Green Spaces service. An open competitive tender exercise via Yortender ensures</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.

	there is a fair and transparent process in awarding licences for concession sites.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision All licences have been reviewed to determine whether extension is in the best interest of the Council.
Affected wards:	Beeston and Holbeck, Temple Newsam, Kirkstall, Otley and Yeadon, Kippax and Methley, Armley, Bramley and Stanningley, Calverley and Farsley, Headingley and Hyde Park, Horsforth, Little London and Woodhouse, Middleton Park, Wetherby, Pudsey, Roundhay and Morley South.
Details of consultation undertaken⁴:	Ward Councillors have been consulted and are in support of the proposals set out within this report. Procurement and Commercial colleagues
Implementation	Officer accountable, and proposed timescales for implementation Senior Estate Manager, The Arium
List of Forthcoming Key Decisions⁵	Date Added to List: - 29.10.24 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 report⁶	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 ⁷ for call-in? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

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

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

⁷ 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.

	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: This is a Significant Operational Decision which is not subject to call in.	
Approval of Decision	Authorised decision maker ⁸	
	Signature:	Date

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