

North and West Yorkshire Business Rates Pool: 2019/20
Process for Member Authorities to apply for allocated funds

Member Authorities to follow the process below to apply for allocated funds:

1. Note balance of funds allocated to Member Authority (Appendix B of attached Briefing Note).
2. Complete proforma to apply for funds, referencing the Strategic Aim to which the application refers (Appendix C of attached Briefing Note).
3. All applications to be received by Leeds City Council by 26th September for inclusion in October's financial report.

Subsequent Actions:

1. Lead Authority to table applications at meeting on 7th October
2. Joint Committee to approve applications (or otherwise)

Members Authorities should remain aware that the **Estimated Income (Table 1)** is subject to business rates growth in member authorities being as expected. It is possible that actual income to the Pool could fall below the values we are estimating. Should that happen, and if the Pool's commitments exceed the Pool's income, member authorities will be required to fund the difference in accordance with the governance agreement.