


Delegated Decision Notification (DDN)

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead directorⁱ:	Director of City Development
Subjectⁱⁱ:	COVID-19 Discretionary Grant Scheme
Decision detailsⁱⁱⁱ:	<p>The Director of City Development:</p> <p>a) Noted the contents of this report and the advice contained within it.</p> <p>b) Approved the proposed Leeds COVID-19 Discretionary Grant Scheme and delegated the approval to award individual grants to officers with delegated authority under City Development's existing Sub delegation scheme.</p> <p>c) Agreed that the decision should be exempt from call-in due to the reasons outlined in paragraph 4.5.8.</p>
Type of decision:	<p><input checked="" type="checkbox"/> Key decision (executive)</p> <p>Is the decision eligible for call-in?^{iv} <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is the decision exempt from call-in?^v <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Significant operational decision (council or executive^{vi} – not subject to call-in)</p> <p><input type="checkbox"/> Administrative decision (council or executive^{vii} – not subject to publication or call-in)</p>
Notice^{viii} or call-in (key decisions only):	<p>Date the decision was published in the list of forthcoming key decisions: 14 May 2020</p> <p>If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:</p> <p>Given that the Government has asked local authorities to make grant payments as quickly as possible to support struggling businesses, it would be impractical to defer the decisions sought until they have been included in the List of Forthcoming Key Decisions for 28 clear days. In the circumstances, and in accordance with the Council's special urgency procedure, the chair of the Infrastructure, Investment and Inclusive Growth Scrutiny Board has been consulted and has agreed that the decisions are urgent and cannot be reasonably deferred.</p> <p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public: It is proposed that the decisions sought by this report should be declared as</p>

	being exempt from Call In on the basis that they are urgent and that any delay in implementing them would seriously prejudice both the Council's and the public's interests. If the decisions sought were delayed this would in turn delay the payments of grants to businesses who are struggling due to the impact of the Covid-19 pandemic. The decisions sought could not have been made earlier due to the need to design a scheme in accordance with Government guidance which was issued on 13 May.
Affected wards:	All

Details of consultation undertaken:	Executive Member	Date consulted: May 2020	Interest disclosed? ^{ix} <input checked="" type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Others ^x please specify: Chair of the Infrastructure, Investment & Inclusive Growth Scrutiny Board and the Leaders of opposition parties	Date consulted: 26 May 2020	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)		
Capital Injection approval	Name: Title:		Capital scheme number: XXXXXX / XXX / XXX Date:
Contract details (procurement decisions only)	Contract reference number	Contract title:	
		Supplier:	
Implementation (key decisions only)	Officer accountable for implementation Chief Officer Economic Development / Head of Funding Programmes & Business Support Timescales for implementation ^{xi} The Discretionary Fund will be open for applications from 1 June 2020. The Fund will be open for a period of four weeks. The number of applications will be monitored carefully and this date may be brought forward if demand is significant.		

Contact person:	Phil Cole	Telephone number ^{xii} : 0113 378 7872
Decision maker or authorised signatory^{xiii}:	 Name: Martin Farrington	Date: 27 May 2020

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. 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.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).

^{vii} Administrative decisions do not need to be published on the council's website but this form may be used for internal recording of the decision.

^{viii} All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{ix} No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^x This may include other elected members, officers, stakeholders and the local community.

^{xi} Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xii} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

^{xiii} The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.