

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of City Development	
Contact person:	Phil Evans Chief Officer, Operations	Telephone number: 0113 378 2542
Subject²:	Coronavirus – Discount to Markets Traders	
Decision details:	<p>What decision has been taken?³</p> <p>The Director of City Development has agreed to implement a range of discounts for Market Traders as set out below with effect from 1st July 2020.</p> <ul style="list-style-type: none"> A) The current discount for open market traders be continued until the end of June 2020 only. (It is not expected that the open market will have any traders still unable to trade from 1st July). B) That a discounted level of 25% be set for each individual trader's fee or rent (open and indoor market) where they are not in receipt of a greater discount set out in c) and d) below. Full Service Charge will be applied to indoor market traders. This level of discount will apply until 30th September 2020, ie end of quarter 2. C) That a discounted rent charge of 100% be applied to all personal services businesses (including barbers, hairdressers, beauty treatments) that are unable to trade until such time as they are allowed to trade in accordance with the Government instructions. These traders will be subject to full service charge recovery. This discount will apply until Government restrictions on personal services including barbers, hairdressers, beauty treatments are relaxed with a long-stop date of 30th September 2020. D) That a discounted rent charge of 50% be applied to all food to go traders wef 1st July 2020. These traders will be subject to full service charge recovery. This discount will apply until Government restrictions on take-away service only are relaxed with a long-stop date of 30th September 2020. 	

¹ With delegated authority set out in Constitution

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 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>E) All indoor market arrears built up over the initial three month period remain payable and that traders be asked to clear the arrears. Where traders are unable to do so immediately to enter into payment plans whereby the outstanding debt is repaid with a long-stop position of 31st March 2022. If traders had an existing arrears amount that the payment plan for that be continued on its existing basis.</p> <p>F) That the above arrangements, be kept under review and if any 'local lockdown', '2nd spike' or a pro-longed period of reduced customer confidence occur, that further measures to support traders will be considered.</p> <p>G) The Head of Markets and the Chief Officer Operations be authorised to discuss with individual traders on a case by case basis issues of hardship with individual traders and that waivers of money due to LCC be considered within the scope of the existing arrangements and the scheme of delegation.</p> <p>H) Where traders' extenuating individual circumstances prohibit them from trading, even though Government restrictions would allow their tradeline to trade, point g) above will apply and individual discussions will be held.</p> <p>I) That discounts be applied where traders have complied with reasonable requests to maintain safe social distancing measures in accordance with the Government instructions during the period of the discount being applied.</p> <p>A brief statement of the reasons for the decision⁴</p> <p>The decision has been taken to offer financial support to Market Traders given the unprecedented level of economic impact of COVID-19 on the City and the fact that national government support (and previous local support to traders where no national government support was generally available) covered the initial period of April, May and June 2020.</p> <p>Market Traders are an important element of the city's retail offer and it is hoped this support will enable traders to maintain their ability to trade during the initial period of retailing returning to the city.</p>
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⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

	<p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>Nil discount would not be supporting market traders during an unprecedented retail challenge.</p> <p>Higher levels of discount would not be affordable to the City Council given the significant financial challenges posed by COVID-19</p> <p>(There are a number of variables in relation to potential uptake and length of discount but the estimated cost of the discount would equate to no greater than £250,000 if all eligible traders received the full discount available to them (by tradeline) for the full period (upto 30th September 2020). The cost of this discount has been allowed for within the overall assessment of the impact of COVID-19 on the City Development 20/21 budget.</p>
Affected wards:	Numerous wards across the City given that the proposals cover Kirkgate Market and District Markets in Otley, Pudsey and Yeadon.
Details of consultation undertaken⁵:	Executive Member Cllr Pryor 17 th June 2020 – No issues
	Ward Councillors 26-29 June 2020
	Others Market Trader Representatives 23 rd June 2020 Kirkgate Management Board 25 th June 2020
Implementation	Officer accountable, and proposed timescales for implementation Steve Mason, Head of Markets – Implementation wef 1st July 2020
List of	Date Added to List:-

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

Forthcoming Key Decisions⁶	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A		
	If Special Urgency Relevant Scrutiny Chair(s)		
	Signature		Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input checked="" 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 ⁸ Martin Farrington, Director of City Development		
	Signature 		Date 30 June 2020

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

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