

Delegated Decision Notice

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 type="checkbox"/> £500,000 to £1,000,000 <input checked="" 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 City Development		
Contact person:	Phil Cole, Head of Funding Programme & Business Support	Telephone number: 0113 378 7872	
Subject²:	COVID-19 Local Restrictions Support Grant and Additional Restrictions Grant Schemes including Discretionary Grant Funds		
Decision details³:	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.) The Director of City Development: a) Noted the contents of this report and the advice contained within it. b) Approved the proposed approach to the administration of Leeds City Council COVID-19 Local Restrictions Support Grants and Additional Restrictions Grants both in relation to the initial funding and any subsequent funding and delegated the approval to award grants under it as set out in the Director of City Development's Sub-Delegation Scheme.		
	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) Between 31 October and 5 November, in response to the introduction of COVID-19 local and national restrictions, the Government made a number of announcements about interventions to address the associated economic impacts. This included additional funding to local authorities to provide business		

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.

grants and business support locally. The schemes announced were the:

- Local Restrictions Support Grant (Open) – LRSO (Open)
- Local Restrictions Support Grant (Closed) – LRSO (Closed)
- Additional Restrictions Grant - ARG
- Local Restrictions Support (Sector) – LRSO (Sector)

The schemes, including the associated financial allocations are summarised below:

Fund	Leeds Allocation £	Target Businesses based on government guidance
LRSO (Closed)	12,993,462 (for the period 5 November to 2 December) Must be spent in FY20/21 and can only be used for this purpose.	LRSO (Closed) – businesses providing in-person services to customers from their premises and which were required to close on or after 9 September 2020 because of local lockdown restrictions (e.g. Non Essential Retail, Hospitality, Leisure)
LRSO (Open)	7,939,071 (for the period 25 September to 4 November) Must be spent in FY20/21.	Businesses which are not legally required to close but are severely impacted by Tier 2 or Tier 3 restrictions (e.g. Hospitality/leisure/accommodation sectors & associated supply chains).
LRSO (Sector)	TBC for the period 1-4 November.	Businesses which have been required to close on a national basis and have not been able to re-open since 23 March 2020 (e.g. nightclubs, adult entertainment venues). These businesses are supported through LRSO (Closed) during the period of national restrictions.

ARG	15,862,780 May be spent in FY20/21 or FY 21/22.	Funding for local authorities subject to national and/or Tier 3 restrictions for business support activities for businesses which have not been required to close but are severely impacted by those restrictions.
total	36,795,313	

Subject to the Government's prescribed eligibility criteria, officers propose the following overarching principles be applied to the design and delivery of the business grant schemes associated with Local Restriction Support Grants and the ARG:

- a. Businesses which were open as usual and providing in-person services to customers from their business premises, but were legally required to close on or after 9 September 2020 as a result of Local COVID Alert Level 3 (Very High) or national restrictions will be supported through either the LRSG (Closed) scheme (eligible business rate payers) or through a Discretionary Grant Fund established using ARG funding (non-business rates payers).
- b. Businesses which have not been legally required to close and have remained open but have been severely impacted by local restrictions introduced between 25 September and 5 November and that pay business rates or have other ongoing non-domestic fixed property costs will be supported through the LRSG (Open) fund. Eligible businesses that pay rates will receive a single payment for the period. Businesses that do not pay business rates will make a single application through the Discretionary Grant Fund. The proposed payment amounts and application process are set out below. If Leeds returns to Local COVID Alert Level 2 (High) restrictions after 5 December the position will be reviewed in relation to the Discretionary Grant Funds set out below and additional proposals brought forwards as necessary.
- c. Businesses with ongoing non-domestic fixed property costs which have been severely impacted by COVID-19 will also be supported through a Discretionary Grant Fund established using ARG funding. This will follow the principles developed as part of our previous Discretionary Grant Fund which ran from June – September 2020. Businesses supported through a)

and b) above will be able to apply to this Fund.

- d. Support should be provided for home based businesses / those run from non-domestic premises with annual property costs below £4,000 per annum severely impacted by COVID-19. A further report will be brought forward on detailed proposals to support this group of businesses which will give consideration to representations made to Leeds City Council.
- e. Additional business support should be put in place for micro businesses focused particularly on those in retail, hospitality and leisure who have been severely impacted by the pandemic. This will be funded through the ARG.
- f. Initiatives to help to bring footfall back to the City Centre and other key locations to underpin economic recovery should be boosted by funding from ARG.

The LRSG (Closed) is a mandatory scheme and will be administered in line with Government Guidance and the prescribed eligibility criteria and payment profile of that scheme.

The LRSG (Sector) scheme is a mandatory scheme and will be administered in line with Government Guidance and the prescribed eligibility criteria and payment profile of that scheme.

The value of the LRSG (Open) and ARG schemes (which are discretionary) are relatively small compared to the number of requests for assistance received by the council since March. Further, the position in relation to local and national restrictions after 2 December is unknown. Officers have therefore taken this into account in scheme design to deliver a significant boost to businesses now whilst allowing for further business support to be provided before March 2021.

It is therefore proposed to launch two discretionary schemes week commencing 23 November:

- a. Businesses severely impacted by local restrictions in place in Leeds between 25 September and 5 November in hospitality and accommodation that are liable for business rates will be invited to apply for a one-off grant set at a value in line with the government guidance for LRSG (Open).
- b. Businesses will be invited to apply to our Discretionary Grant Fund (Scheme One). This scheme will be open to businesses that are liable for business rates. Through this scheme businesses that are not liable for businesses rates will be able to access 'booster' grants relating to the period of local restrictions in place between 29 September -4 November and the period of national restrictions in place between 5 November and 2

	<p>December as set out in the report.</p> <p>A further Discretionary Scheme will be launched to support home based businesses / those run from non-domestic premises with annual property costs below £4,000 per annum severely impacted by COVID-19 once the details are agreed.</p> <p>The value of the LRSG (Open) and ARG schemes (which are discretionary) are relatively small compared to the number of requests for assistance received by the council since March. Further, the position in relation to local and national restrictions after 2 December is unknown. Officers have therefore taken this into account in scheme design to deliver a significant boost to businesses now whilst allowing for further business support to be provided before March 2021.</p> <p>Where the Council has discretion payments will be relative to fixed ongoing non-domestic property costs so as to ensure equality when comparing one business with another.</p> <p>Discretionary grants will be awarded based on the impact of Covid-19 on turnover so as to treat businesses equally regardless of sector.</p> <p>The proposed schemes have all been designed with due regard to both the Government's guidance and the principles of public law and are believed to be fair and reasonable in all respects. A process will operate so that any business which feels that it has not been fairly treated can appeal.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>See details set out in the attached DDR.</p>
Affected wards:	Businesses across all wards will be impacted by this decision.
Details of consultation	<p>Executive Member</p> <p>Leader / Executive Member for Inclusive Growth and Culture, Leeds City Council, Councillor Judith Blake</p>

<p>undertaken⁴:</p>	<p>Ward Councillors</p> <p>Member Outbreak Control Board, Members are: Councillor Judith Blake, Councillor Rebecca Charlwood, Councillor Andrew Carter, Tom Riordan, Victoria Eaton, Alan Langlands (Leeds University), Shaid Mahmood, Lucie Lakin (Carr Manor School), Rob McKintosh (Network Rail), Bill Adams (TUC Unions), Tim Ryley (Leeds NHS CCG), Roger Burnley (ASDA), James Brining (Leeds Playhouse). Gary Hetherington (Leeds Rugby), Kate Hardcastle (Insight With Passion) Stuart Bullock (BJSS), Lorraine Jackson (Department of Health & Social Care), Damien Miller (West Yorkshire Police), Steve Cotter, Tracey Dawson (Daletech Electronics Manufacturers), Zandra Moore (Pan Intelligence), Chris Hollins (VAL), Donna Cox, Nick Baines (Church of England), Stuart Flint (Scaled Insights)</p>
	<p>Others</p> <p>Chair of Scrutiny Board (Infrastructure, Investment and Inclusive Growth), Councillor Paul Truswell</p>
<p>Implementation</p>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Eve Roodhouse, Chief Officer Culture and Economy will oversee the Business Support Programme.</p> <p>Mark Amson, Business Rates Manager will be accountable for the delivery of the LRSG (Closed) grants, LRSG (Open) grants for those businesses liable to pay business rates and LRSG (Sector) grants. All schemes will be open for applications (where applicable) from 23 November.</p> <p>Phil Cole, Head of Funding Programme & Business Support will be accountable for the delivery of the Discretionary Grant Funds. The first scheme will be live from 25 November.</p>
<p>List of Forthcoming Key Decisions⁵</p>	<p>Date Added to List:- 19 November 2020</p> <p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision It is vital to ensure that Covid-19 business grants monies can be issued to Leeds businesses as quickly as possible to mitigate the impact of Covid-19 restrictions. The recommendations contained in this report are Key Decisions which have not been included the List of Forthcoming Key Decisions for 28 clear days before they will be made. Given that the Government has asked</p>

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

	<p>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 Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date 19 November 2020</p>  <p>Councillor Paul Truswell Chair of Scrutiny Board (Infrastructure, Investment and Inclusive Growth),</p>	
<p>Publication of report⁶</p>	<p>If not published for 5 clear working days prior to decision being taken the reason why not possible:</p> <p>It is vital to ensure that Covid-19 business grants monies can be issued to Leeds businesses as quickly as possible to mitigate the impact of Covid-19 restrictions.</p>	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
<p>Call In</p>	<p>Is the decision available⁷ for call-in?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>It is vital to ensure that Covid-19 business grants monies can be issued to Leeds businesses as quickly as possible.</p>	
<p>Approval of Decision</p>	<p>Authorised decision maker⁸</p> <p>Martin Farrington, Director of City Development</p> <p>Signature _____ Date 19 November 2020</p> 	

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.

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

