

Delegated Decision Notice

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" 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 3787872	
Subject²:	COVID-19 Additional Restrictions Grant Schemes - Discretionary Grant Fund Scheme Two		
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 City Development has approved the details of the Discretionary Grant Fund (Scheme Two) as part of the Covid-19 Business Support Grants as set out below.</p> <p>Under this scheme eligible applicants will receive a single, one off payment of £500 for sole traders with a payment of £1,000 payable to businesses which employ two or more staff (including the proprietor). The scheme will be open to those based from home and those who are based from premises but who incur less than £4,000 per annum of fixed non domestic property costs.</p> <p>In order to receive the payment, applicants must:</p> <ul style="list-style-type: none"> • Be based in Leeds. • Be registered for self-assessment after 1st January 2018 and on or before 1st October 2020, and have a UTR number as of 4th November 2020. • Be able to provide a copy of their UTR number (in the form of a copy of the 		

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.

	<p>letter received from HRMC confirming their UTR number or a screenshot of their online self-assessment account which clearly shows the UTR).</p> <ul style="list-style-type: none"> • Not be in receipt of support under the SEISS, ARG–Property Costs, LRSG (Closed) or LRSG (Open). • Be based in in the retail/hospitality/leisure industries & associated supply chains or be able to demonstrate why their business has been significantly impacted by the Covid 19 pandemic. <p>Note that in line with government guidance grants must not be used as a wage supplement, rather as a support to the business that the self-employed person runs and this will be made clear to applicants and form part of the self-declaration.</p> <p>For the avoidance of doubt licensed Taxi drivers and private hire vehicles resident in Leeds along with market traders who have a regular pitch in Leeds that meet the eligibility criteria will qualify for a grant under this scheme.</p> <p>The scheme will open for applications on Friday 4th December and will remain open for a period of two weeks closing on Friday 18th December.</p>
	<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>A Key decision was taken on Thursday 19 November: <i>COVID-19 Local Restrictions Support Grant and Additional Restrictions Grant Schemes including Discretionary Grant Funds</i></p> <p>The associated Delegated Decision Note (DDN) stated that: <i>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.</i> This DDN related to the details of a Discretionary Grant Scheme (Scheme Two) to support this group of businesses.</p> <p>It is reported nationally that 1.6m of the self employed have not been able to access the Self Employment Income Support Scheme (SEISS). There are two</p>

principal groups who have been excluded from SEISS support :

1. Company Directors – those who operate through limited companies and who principally pay themselves through company dividends. Dividends are not eligible to be supported under the SEISS.
2. Those who did not declare a significant income as part of their self assessment for 2018/19. This consists of new businesses who either started during or after the 2018/19 tax year. It also would include young businesses who may have established themselves prior to April 2018 but who have declared either no or little income in 2018/19 and those who derive less than 50% of their income through self employment and not eligible for SEISS.

Given the difficulties involved in verifying whether a home based business has accessed SEISS or is incurring significant fixed business costs it is proposed that we focus our first round of support for the self employed on those established less than three years old (those registered for self employment from the 1st January 2018) in sectors which have been badly hit by Covid-19 such as those involved in the retail/hospitality /leisure industries and who via self declaration confirm that they have not been in receipt of SEISS.

This scheme is broadly in line with schemes proposed by other West Yorkshire Authorities.

The proposed scheme has been designed with due regard to both the Government's guidance and the principles of public law and is 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.

All Covid-19 business support schemes will be reviewed in January 2021 both in terms of grants issued and restrictions in place and further proposals will be brought forwards as appropriate.


Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision

Alternative options considered were:

1. Offer grant support at the above amounts to all home based businesses who declare they have not received SEISS focusing on the Retail Hospitality and Leisure sectors and associated supply chain. This would be

	<p>accepting that £500 is a nominal payment to help some of the excluded groups and that we accept that given the potential volumes and lack of financial information it would be impossible to stop fraud.</p> <ol style="list-style-type: none"> 2. Offer grant support at the above amounts to those in the Retail Hospitality and Leisure sectors/supply chain, disregarding eligibility to SEISS. 3. Offer grant support at the above amounts to all sectors disregarding eligibility to SEISS and focusing on those who can evidence a significant fall income. <p>The scheme as designed is the closest to other West Yorkshire Authorities and links payments to jobs. It seeks to minimise any overlap with SEISS while accepting that young businesses in their first three years of trading often have little in the way of cash reserves to fall back on during difficult trading periods.</p> <p>Options 1 & 2 set out above would widen the potential target audience for grants away from those not eligible for SEISS and those young businesses which have been clearly excluded from mainstream government support. Option 3 was considered potentially very resource heavy at a time when our Economic Development Service is operating at full stretch.</p> <p>Officers therefore recommended that proceeding with a first round as set out above was the best way to proceed.</p>
Affected wards:	Businesses across all wards will be impacted by this decision.
Details of consultation undertaken⁴:	<p>Executive Member Leader, Leeds City Council, Councillor Judith Blake</p> <hr/> <p>Ward Councillors Cabinet</p> <hr/> <p>Others</p>
Implementation	<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>Phil Cole, Head of Funding Programme & Business Support will be accountable for the delivery of the Discretionary Grant Fund (Scheme Two). The Scheme will open for applications on Friday 4th December for two weeks.</p>

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

List of Forthcoming Key Decisions⁵	Date Added to List:-		
	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) 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 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: It is vital to ensure that Covid-19 business grants monies can be issued to Leeds businesses as quickly as possible.		
Approval of Decision	Authorised decision maker ⁸ Martin Farrington – Director City Development		
	Signature 	Date 27 November 2020	

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.

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