

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 Business Support Package January Lockdown		
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 Leeds City Council's approach to the implementation of the Covid-19 Business Support Package for January Lockdown. Specifically:</p> <ul style="list-style-type: none"> • The approach to the implementation of Local Restrictions Support Grant (Closed) and the Closed Business Lockdown Payment to businesses in January 2021. • Changes to the value of grants to be paid to recipients of grants through Discretionary Grant Fund (DGF) Scheme One as set out below. • To re-open DGF Schemes One and Two for a further two week application window (dates to be confirmed) in both cases, allowing additional businesses to apply. • To change the criteria for the second rounds of DGF Schemes One and Two as set out below. <p>Local Restrictions Support Grant (Closed) and Closed Business Lockdown Payment:</p>		

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.

- These are mandatory schemes and will be administered in line with government guidance.
- For LRSG (Closed) businesses will receive a one-off payment for an initial six week period from 5 January 2021.
- Payments due under Tier 3 restrictions for the period 30 December – 4 January will be pro-rata and paid to qualifying businesses as part of the same transaction.
- The Closed Business Lockdown Payment will also be paid as soon as possible in the same transaction wherever possible.
- Businesses will not be required to reapply for either the Closed Business Lockdown payment or LRSG (Closed) payments if they applied to Leeds City Council for a grant for the previous period of national restrictions between 5 November – 4 December 2020.
- Businesses who have not yet accessed this business support will still be able to apply.
- Businesses will be contacted to ensure that individual circumstances have not changed e.g. business has entered administration.

Additional Restrictions Grant. Extension and amendments to Discretionary Grant Fund (Scheme One)

The following changes will be made to DGF Scheme One with immediate effect:

- Grants awarded under this scheme will be increased to up to 100% of eligible fixed property costs up to £10,000 for the period October 2020 to March 2021 for businesses who are not eligible for LRSG (closed) and national lockdown payments paid through Business Rates. To receive more than 50% of fixed property costs applicants will need to be able to demonstrate an actual loss of business revenue of at least 30% in 2020/21.
- For Businesses not eligible for LRSG (closed) and national lockdown grant payments consideration will be given to increase the maximum discretionary grant from £10,000 to up to £25,000 where two or more jobs could be deemed to be at risk due to the actual/projected fall in 2020/21 business revenues and where eligible property costs exceed £20,000 over the period October 2020 to March 2021.

In addition:

- Scheme One will be re-opened for a two week window (dates to be

	<p>finalised) to allow additional businesses to apply.</p> <ul style="list-style-type: none"> • Businesses applying in the second round will not be eligible for the grant payments set out at para 6.14.3 and 6.15 in the DDR report associated with the original key decision made on 19 November. Given the increase in the proposed grant intervention rate from 50% to up to 100% of eligible costs for businesses not in receipt of mandatory LRSG grants these payments are no longer required. • Businesses in receipt of LRSG (Closed) and National lockdown payments will not be eligible to apply for assistance in the second round of DGF Scheme One as these businesses are now receiving additional mandatory support announced by the government in January 2021. <p>Additional Restrictions Grant. Extension and amendments to Discretionary Grant Fund (Scheme Two)</p> <p>Scheme Two will be re-opened for a two week application window (dates to be finalised).</p> <p>In this second round the criteria for Scheme Two will remain the same as set out in the DDN: <i>COVID-19 Additional Restrictions Grant Schemes - Discretionary Grant Fund Scheme Two</i> with the following exception:</p> <ul style="list-style-type: none"> • businesses incorporated or registered <u>before</u> the 1st January 2018 in retail, hospitality, leisure, childcare and associated supply chains will be considered for support if they have not been in receipt of government Covid grant support (defined as SEISS, RHLG, SBGF or Discretionary Covid Grant Funds administered since March 2020 by Leeds City Council). <hr/> <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>
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Related significant operational decisions were taken on 27 November 2020 and 17 December 2020: *COVID-19 Additional Restrictions Grant Schemes - Discretionary Grant Fund Scheme Two* and *COVID-19 Christmas Support Payment for wet-led pubs*.

Since those decisions were taken Leeds has continued to be under Covid-19 restrictions and the government has made further announcements regarding business support. Leeds remained under Tier 3 restrictions until 4 January then entered a national lockdown with the rest of England.

On Tuesday 5 January 2021, the Government announced further funding to support businesses that are legally required to close due to national restrictions. See announcement: <https://www.gov.uk/government/news/46-billion-in-new-lockdown-grants-to-support-businesses-and-protect-jobs> 8.

In addition to the grants provided under the Local Restrictions Support Grant (Closed) Addendum: 5 January onwards, the Government announced the Closed Businesses Lockdown Payment, which provides a one-off top up grant for all businesses mandated to close during national restrictions.

The Government also announced a further £500 million is being made available for Local Authorities through a top-up to the Additional Restrictions Grant. There is no change to the guidance for this scheme.

The council has limited discretion in how to implement mandatory schemes and the detail, which aims to ensure money is made available to businesses as soon as possible, is set out in this DDN for completeness.

Amendments to the Discretionary Grant Funds Scheme One and Two are at the full discretion of Leeds City Council. The changes set out in this DDN are required in order to reflect both the change in restrictions and the additional funding now available to support businesses. They will ensure improved parity between businesses in receipt of mandatory payments and those which are not yet remain severely impacted by national lockdown.

Leeds City Council was notified on 14 January that the following financial allocations would be made in relation to these announcements:

	Scheme	Amount
	Additional Restrictions Grant Top Up	£7,045,495
	Closed Business Lockdown Payment	£38,970,000
	LRSG (Closed) Addendum Payment	£19,490,193
	<p>The proposed schemes have 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.</p> <p>All Covid-19 business support schemes will be kept under review both in terms of grants issued and restrictions in place and further proposals will be brought forwards as appropriate.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Alternative options considered were:</p> <p>The proposed amendments to the Discretionary Grant Funds (Scheme One and Two) reflect options set out in associated DDNs and DDRs.</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 (20 January 2021)</p> <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>Mark Amson, Business Rates Manager, will be accountable for the delivery of. Closed Business Lockdown Payment and continues to be accountable for the</p>	

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

	<p>delivery of the LRSG (Closed) scheme.</p> <p>Phil Cole, Head of Funding Programme & Business Support will be accountable for the delivery of the Discretionary Grant Funds (Schemes One and Two).</p>	
List of Forthcoming Key Decisions⁵	Date Added to List:-	
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>N/A</p>	
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>	
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>	
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<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>	
Approval of Decision	<p>Authorised decision maker⁸</p> <p>Director of City Development, Martin Farrington</p>	
	<p>Signature</p> 	<p>Date</p> <p>21 January 2021</p>

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.