

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" 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
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Steve Mason Head of Markets	Telephone number: 0113 378 9071	
<b>Subject<sup>2</sup>:</b>	Coronavirus – Discount to Markets Traders - April to June 2021		
<b>Decision details<sup>3</sup>:</b>	<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 Chief Officer, Operations approved:</p> <p>To amend and extend a scheme of rental discounts for Market Traders as set out below with effect from 1st April 2021.</p> <ul style="list-style-type: none"> <li>A) The current discount for market traders, offering a flat rate discount of 50% for indoor traders and 100% for outdoor traders ends on the 31<sup>st</sup> March 2021.</li> <li>B) Discounts be applied for April 2021 of 50% for indoor traders and 100% for outdoor traders.</li> <li>C) Discounts be applied for May 2021 at a universal level of 50% for all indoor and outdoor traders in May.</li> <li>D) Discounts be applied for June 2021 at a universal level of 25% for all indoor and outdoor traders</li> <li>E) Full Service Charge to be applied to indoor market traders for the full duration of the period April to end June 2021.</li> </ul>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

- F) Existing arrangements in relation to the ability for all indoor market arrears built up over the initial three month period of COVID-19 disruption to be repaid by means of a payment plan running to a long-stop position of 31<sup>st</sup> March 2022 be continued. If traders had an existing arrears amount that the payment plan for that be continued on its existing basis.
- G) That the above arrangements, be kept under review and if any additional restrictions apply after the anticipated end date for restrictions i.e. 21<sup>st</sup> June 2021, that further measures to support traders will be considered.
- H) 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 waives of money due to LCC be considered within the scope of the existing arrangements and the scheme of delegation.
- I) Where traders' extenuating individual circumstances prohibit them from trading, even though Government restrictions would allow their tradeline to trade, point e) above will apply and individual discussions will be held.
- J) 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.

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)

- A) The Government set out their road map on the 25<sup>th</sup> February 2021 for the re-opening of non-essential retail from 12<sup>th</sup> April 2021 with restrictions in place until at least the 21<sup>st</sup> June 2021. Taking this into account a further rent concession from 1<sup>st</sup> April to the 30<sup>th</sup> June, running in line with the Government's road map are considered necessary to support Market Traders Across the City.
- B) Applying the discount for full monthly periods (rather than at the commencement of changes e.g. 12<sup>th</sup> April, 17<sup>th</sup> May, 21<sup>st</sup> June) provides some additional support for traders and allows for potentially reduced footfall as customer confidence increases and initially provides for support to assist traders with replenishing stock.
- C) The differential for indoor and outdoor traders' discount in April 2021 reflects the understood position of government grants to support business.

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


Nil discount would not be supporting market traders during an unprecedented retail challenge.

	Higher levels of discount would not be affordable to the City Council given the significant financial challenges posed by COVID-19
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Executive Member for Learning, Skills and Employment (Cllr Pryor) March 2021 – No issues raised. Supportive of proposal.
	Ward Councillors March 2021
	Others Cllr Asghar Khan - Deputy Executive Member with responsibility for Markets Market Trader Representatives - March 2021 Kirkgate Market Management Board – March 2021
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Steve Mason, Head of Markets Implementation from April 2021.
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
<b>Publication of report<sup>6</sup></b>	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

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

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	Signature		Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Phil Evans Chief Officer Operations City Development		
	Signature 		Date 17 <sup>th</sup> March 2021

<sup>7</sup> 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.

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