

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 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 checked="" type="checkbox"/> Over £500,000 Sits under previous key decision	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Eve Roodhouse, Chief Officer, Culture & Economy		Telephone number: 0113 378 83155
Subject²:	COVID-19 Additional Restrictions Grant Phase Two		
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 has a) noted the contents of this report and the advice contained within it. b) approved the proposed approach to the administration of Phase Two of Leeds City Council COVID-19 Additional Restrictions Grants 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) A Key decision was taken on Thursday 19 November 2020: <i>COVID-19 Local Restrictions Support Grant and Additional Restrictions Grant Schemes</i>		

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><i>including Discretionary Grant Funds</i> which determined the 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.</p> <p>This decision is in line with the principles set out in that Key Decision.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</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 James Lewis Executive Member for Economy and Culture, Leeds City Council, Councillor Mary Harland.</p> <p>Councillor Billy Flynn and Councillor Matthew Robinson were consulted in their capacity as contacts for Covid-19 business grants in the conservative group.</p> <p>The Members Outbreak Control Board has been consulted on an ongoing basis in relation to Covid-19 business grants.</p>
	<p>Ward Councillors Cabinet</p>
	<p>Others Economic Officers from West Yorkshire Authorities</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Eve Roodhouse, Chief Officer Culture and Economy oversees the Covid-19</p>


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

	<p>Business Support Programmes.</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> <p>Pam Johnson, Head of Cultural Development will be accountable for the delivery of arts@leeds grants.</p> <p>Mark Durham, City Centre Programme Manager will be accountable for the delivery of the Support for Re-opening the High Street Safely.</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>		

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.

Approval of Decision	Authorised decision maker ⁸ Martin Farrington, Director of City Development	
	Signature 	Date 23 March 2021

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