

Delegated Decision Notice (DDN)

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 type="checkbox"/> Significant Operational Decision	<input checked="" 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:	Mark Amson Interim Revenues Manager		Telephone number: 0113 378 8290
Subject²:	COVID-19 Business Support Package: Expanded Business Rates Retail Discount and Nursery Discount Scheme 2021/22		
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 agreed:</p> <ol style="list-style-type: none"> 1. To adopt a scheme implementing the Government's Expanded Business Rates Retail Discount 2021/22 providing 100% business rates relief to retail, leisure, and hospitality properties for the period 1st April 2021 to 30th June 2021. 2. To adopt a scheme implementing the Government's Nursery Discount 2021/22 providing 100% business rates relief to qualifying Nurseries for the period 1st April 2021 to 30th June 2021 3. To adopt a scheme implementing the Government's Expanded Business Rates Retail Discount 2021/22 providing 66% business rates to eligible relief to retail, leisure, and hospitality properties for the period 1st July 2021 to 31st March 2022 4. To adopt a scheme implementing the Government's Nursery Discount 2021/22 providing 66% business rates relief to qualifying Nurseries for 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>period 1st July 2021 to 31st March 2022</p> <p>5. To allow eligible businesses to refuse the Discounts where confirmation of the refusal is received by 30th April 2022</p> <p>6. To note that the cost of the Discounts will be claimed from the Government via S31 grant calculated by the completion of an updated NNDR1 return.</p> <p>7.This decision will be exempted from call in.</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>To implement the Government’s COVID-19 response to extend business rate relief to retail, leisure, and hospitality properties and for Nurseries under the provisions of Section 47 Local Government ACT 1988 .</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There are two alternative options: 1) Provide no relief, or 2) adopt a local scheme whereby the Council determines which businesses receive relief and how much they get. Neither option would comply with the Government’s guidance. In addition, option 2 would not be compliant with the Subsidy Allowance rules and would delay the provision of support to businesses in greatest need.</p>
Affected wards:	All
Details of consultation undertaken⁴:	Executive Member
	Leader, Leeds City Council, Councillor James Lewis Executive Member for Economy and Culture, Councillor Mary Harland
	Ward Councillors
	Others
Implementation	Officer accountable, and proposed timescales for implementation Mark Amson –Business Rate Manager

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
	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:
Approval of Decision	Authorised decision maker ⁸ Martin Farrington, Director of City Development
	Signature _____ Date 7 April 2021 

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.