

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 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 checked="" 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	Martin Farrington		
Contact person:	Steve Mason Head of Markets	Telephone number: 0113 378 9071	
Subject²:	Coronavirus – Discount to Markets Traders - July 2021		
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 Chief Officer Operations and Active Leeds approved a one month extension of the current discount scheme for Markets traders creation covering the period 1st July to 31st July 2021.</p> <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>Following HMG's announcement of the COVID-19 Roadmap Step Four being pushed back from 21st June 2021 to 19th July 2021 further rental support to market traders will be required.</p> <p>The existing scheme of traders discounts is therefore extended from the current end date of 30th June 2021 to 31st July 2021.</p> <p>There is no change to the nature and rates of the existing discount scheme.</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.


	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Ceasing the discount scheme at the initially proposed end date of 30 th June was not considered appropriate given the sensitive trading conditions.	
Affected wards:	All	
Details of consultation undertaken⁴:	Executive Member Cllr Pryor Deputy Leader of Council and Executive Member for Economy, Culture and Education	
	Ward Councillors All Ward Councillors in Wards with LCC operational markets	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Steve Mason - Immediate action with implementation from 1 st July 2021	
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

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

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.

	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 Phil Evans, Chief Officer Operations and Active Leads	
	Signature 	Date 16 th June 2021

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