

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 checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> X £25,000 to £100,000
Director¹	Martin Farrington – Director of City Development		
Contact person:	Belinda Eldridge – Head of Visitor Economy, Inward Investment and International Relations		Telephone number: 07566 759512
Subject²:	121 business support for Leeds City Council's Microbusiness Support Programme		
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>Following a full Leeds City Council tender exercise, The Chief Officer for Culture & Economy has approved the appointment of Insight with Passion to deliver the second phase of 121 business support for Leeds City Council's Microbusiness Support Programme. The contract will have a value of £99,000 (+VAT) and will be funded through the Additional Restrictions Grant (ARG). Launching 28th June with the first phase completing on 20th December 2021 and potential for a second phase to start January 4th and terminate on March 30th 2022.</p> <p>This decision directly relates to the key decision taken by the Director of City Development on the 19th November 2020 ref D52499, which set out detailed expenditure plans for ARG.</p> <p>Section 3.6.1 Responding to demand from businesses across the city up to £150K would fund support to Retail / Hospitality / leisure micro businesses building on work undertaken by the micro business support service commissioned by the Council in the spring / summer of 2020. This would provide industry relevant, practical expert advice and signposting to businesses most vulnerable as a result of the second wave of Covid19. Working in partnership with Leeds City Council an external contractor would be appointed</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.

to deliver the programme, taking account of the current landscape of business support and feedback received from clients.

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)

During the first national lockdown of the Coronavirus pandemic, Leeds City Council launched its Microbusiness Support programme. This was a free service aimed at microbusiness owners (with 0-9 employees) providing help and support for those suffering from the impact of coronavirus.

The service offered:

- **121 support** – which included telephone consultations with local advisors, for bespoke advice and support on marketing, finance and planning for the future;
- A **website** containing advice and resources on a range of topics from financial planning to business owner wellbeing has already been migrated to leeds.gov.uk and will be utilised in accordance with the programme, pointing service users to advice and guidance around a variety of topics included below.
- **Case studies** celebrating local ‘inspiring indies’ showcasing real life examples of small businesses working to adapt to the pandemic, which others could learn and take inspiration from;
- **Online events** such as a ‘Monday Motivation’ catch up and sector specific events where business owners shared their experiences and received help and advice from others.

The programme provided support for 126 businesses enabling them to develop and adapt their business and access vital support.

As a result of Lockdown#3 small businesses are again in need of help and support to guide them through the next phase of the pandemic. The objective of the second phase of Microbusiness Support programme is to deliver a more practical round of help, reaching a wider audience by delivering more 121 sessions and providing vital access to business advisors.

Through the contract with Leeds City Council; Insight with Passion will create a programme of business support that can be accessed five days a week 8 hours per day which will give practical help and advice in the following areas:

- Taking your business online
- Developing your online offer to maximise revenue
- HR
- Health and Safety during and post-Covid
- Marketing
- Mental health and wellbeing for staff
- Finance
- Business planning.

And will include:

- Research into target businesses and their needs

	<ul style="list-style-type: none"> • 121 telephone appointments for a maximum of 30 minutes • Face to face visits to deep dive into longer term business goals
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.
Affected wards:	n/a
Details of consultation undertaken⁴:	Executive Member Consultation took place in November 2020 as part of the related Key Decision.
	Ward Councillors
	Others Consultation has taken place with independent businesses to determine what support they require and the scope of the contract has been shaped accordingly.
Implementation	Officer accountable, and proposed timescales for implementation: Belinda Eldridge, Head of Visitor Economy, Inward Investment and International Relations will be responsible for implementation including the performance management and evaluation of the contract.
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	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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

report⁶	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 Eve Roodhouse, Chief Officer Culture & Economy	
	Signature <i>Eve Roodhouse</i>	Date 21 June 2021

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.