

## Delegated Decision Notice

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 checked="" 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 type="checkbox"/> Over £500,000 Sits under previous key decision	<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>	Phil Cole, Head of Funding Programme & Business Support		Telephone number: 0113 378 7872
<b>Subject<sup>2</sup>:</b>	COVID-19 Business Support. Additional Payments.		
<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 Director of City Development has approved the following in relation to the Covid-19 Additional Restrictions Grant (ARG) Allocation:</p> <ul style="list-style-type: none"> <li>• Businesses that received a one-off grant payment through Covid-19 Discretionary Grant Funds (DGF) Scheme One to cover up to 100% of their fixed property costs for Quarter 1 FY 2021/22 will receive a further one-off grant payment to cover the additional four week period of restrictions up to 19<sup>th</sup> July. This will be calculated on a pro-rata basis. This will support 630 businesses at an approximate cost of £800,000</li> <li>• Nightclubs will be awarded a one-off grant payment to cover the additional four week period of restrictions up to 19<sup>th</sup> July since they were unable to operate until this date. This will be calculated on a pro-rata basis and will support 16 businesses at a cost of £69,442.</li> <li>• Travel agents in receipt of a mandatory Restart grant will be awarded a</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.

	<p>one-off grant payment. Travel agents were categorised as retail businesses under the Restart scheme. The grant payment will 'top up' their Restart grant to the level of a general leisure business. This will support 38 businesses at a cost of £253,324.</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>A Key decision was taken on Thursday 19 November 2020: <i>COVID-19 Local Restrictions Support Grant and Additional Restrictions Grant Schemes 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 (D52499).and in relation to the related Strategic Operational Decision taken on 24 March 2021 (D52921) <i>Covid-19 Additional Restrictions Grant Phase Two</i></p> <p>The additional payments approved in this Delegated Decision Note (DDN) address matters of fairness and equity in the level of Covid-19 business support provided to Leeds businesses.</p> <p>On 14th June 2021 the government announced a four week delay to the easing of Covid-19 restrictions along with further details of international travel restrictions. Following this announcement consideration was given as to whether additional support should and could be afforded to certain businesses through the ARG budget. This resulted in three proposed one off grant payments:</p> <ul style="list-style-type: none"> <li>• To provide businesses that received a one-off grant payment through Covid-19 Discretionary Grant Funds (DGF) Scheme One to cover up to 100% of their fixed property costs for Quarter 1 FY 2021/22 with a further one-off grant payment to cover the additional four week period of restrictions up to 19<sup>th</sup> July. The grants made in April were intended to mirror the Restart Grant</li> </ul>

	<p>but, unlike the Restart Grant, the value of the grant was related directly to ongoing fixed costs in line with our DGF Scheme One making them proportionate but less generous. A further top-up grant calculated on a pro-rata basis can be provided within the funding envelope available and will represent a proportionate increase to grant support.</p> <ul style="list-style-type: none"> <li>• To award nightclubs a one-off grant payment to cover the additional four week period of restrictions up to 19<sup>th</sup> July. No additional support was forthcoming from central government for these businesses despite an additional four week delay to re-opening.</li> <li>• To award travel agents in receipt of a mandatory Restart grant an additional one-off grant payment. Travel agents were categorised as retail businesses under the Restart scheme. The grant payment will 'top up' their Restart grant to the level of a general leisure business. The ongoing restrictions on international travel mean that travel continues to be severely restricted and travel agents are not in the same position as general retail businesses that have been able to trade since 12 April 2021.</li> <li>• There is adequate funding remaining in the ARG allocation to cover the anticipated costs of these proposals estimated to be £1,122,766</li> </ul>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Consideration was given as to whether the Restart Grant could be repeated on a pro-rata basis for a sub-set of businesses subject to ongoing restrictions for the additional four week period. However, this was unaffordable within the remaining ARG budget and would not necessarily target those businesses most in need of support.</p> <p>Further recommendations will be brought forwards as to how the remaining ARG budget can be used to support those businesses most impacted by Covid-19 restrictions.</p>
<p><b>Affected wards:</b></p>	<p>Businesses across all wards will be impacted by this decision.</p>

<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Executive Member for Economy, Culture and Education, Councillor Jonathan Pryor
	Ward Councillors
	Others Economic Officers from West Yorkshire Authorities
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Eve Roodhouse, Chief Officer Culture and Economy oversees the Covid-19 Business Support Programmes.  Phil Cole, Head of Funding Programme & Business Support will be accountable for the delivery of the additional payments.
<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  N/A
	<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  Signature _____ Date _____

<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

<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<p><b>If exempt from call-in</b>, 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>		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Martin Farrington, Director of City Development		
	Signature	Date	
		15 July 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.