

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 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"/> £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 - August - December 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 an extension of the current 25% discount scheme for Market traders covering the period 1st August to 31st December 2021.</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>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 beyond the July extension of discount to aid recovery to ensure the long term sustainability of independent businesses within Leeds market.</p> <p>The existing scheme of traders discounts is therefore extended from the current end date of 31st July 2021 to 31st December 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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Ceasing the discount scheme at the initially proposed end date of 31st July was not considered appropriate given the sensitive trading conditions.</p>
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 August 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 _____

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

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 Phil Evans, Chief Officer Operations and Active Leeds		
	Signature 	Date 7 th July 2021	

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.