

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	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	Martin Farrington, Director of City Development		
Contact person:	Robert Henderson, COVID19 Economic Development Programme Leader	Telephone number: 0113 37 88296	
Subject²:	COVID19 Additional Rates Relief Fund (CARF) Update		
Decision details³:	<p>What decision has been taken?</p> <p>The Director of City Development agreed to issue £4,778,290.25 to the 808 eligible businesses outlined in this report (255 top-up awards to existing CARF beneficiaries and 553 awards to businesses which are in arrears on their 21/22 Rates accounts and therefore able to demonstrate a lasting Covid-19 impact on their business)</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> <ol style="list-style-type: none"> 1 £1.5bn was made available by government nationally in January 2021 through the CARF scheme to support businesses excluded from other forms of Rate Relief (Extended Retail Discount, Nurseries Discount or the Airport and Ground Operations Support Scheme (AGOSS)). 2 The Leeds CARF allocation was £24,058,069. Key features of CARF are that the scheme provides relief to rate paying businesses in 2021/22 who can demonstrate an ongoing Covid-19 related impact on their business. Any relief awarded must be implemented by the 30 September 		

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

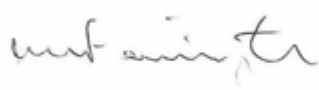
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>2022.</p> <p>3 LCC launched its local CARF assistance scheme in February 2022. The relief was capped at up to 75% of the Business Rates Costs up to a maximum of £105,000 per business/group of linked entities for businesses which could demonstrate a 25% loss of turnover. The decision relating to the launch of the CARF scheme is D55000 'COVID-19 Additional Relief Fund (CARF)'.</p> <p>4 The CARF scheme has now been open to applications since February 2022 and to date the Council has received 739 applications of which:</p> <ul style="list-style-type: none"> • 315 are already in receipt of rates relief & are ineligible for further assistance • 66 are ineligible after formal appraisal (Insufficient reduction in income) • 309 have been approved for Rates Relief worth a total of £5.917m • 33 are in appraisal /or waiting to be appraised <p>5 The scheme is now closed to new applications and we have a significant CARF allocation remaining which after the 30th September 2022 must be returned to central government. Take up of the scheme has not been as high as anticipated because a large proportion of businesses who are still suffering a Covid-19 related impact are already in receipt of rates relief and hence under the guidance issued by government are not eligible for CARF related assistance.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <ul style="list-style-type: none"> • To issue automatic payments to a wider selection of businesses across the city. This option was deemed to be not in accordance with government guidance and hence could expose the Council to the potential clawback of rate relief funds.
Affected wards:	All Wards
Details of consultation undertaken⁴:	<p>Executive Member Cllr. Jonathan Pryor (Executive Member for Economy, Culture & Education)</p> <p>Ward Councillors N/A</p> <p>Chief Digital and Information Officer⁵ N/A</p> <p>Chief Asset Management and Regeneration Officer⁶</p>

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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	N/A	
	Others LCC Audit and neighbouring West Yorkshire Local Authorities	
Implementation	Officer accountable, and proposed timescales for implementation Mark Amson, Head of Revenues will be accountable for the Rate Relief Awards working with officers in the Economic Development Service. Under the relevant legislation any decision with regards to the award of discretionary rate relief awards in 2021/22 must be made by the 30 September 2022.	
List of Forthcoming Key Decisions⁷	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 report⁸	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 ⁹ 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 ¹⁰ Martin Farrington, Director of City Development	
	Signature 	Date 29 September 2022

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.