



Oversight and Governance

Chief Executive's Department

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Published 26/04/21

Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every week when required and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Please note – urgent decisions and non-key Council Officer decisions cannot be called in – this is an urgent decision. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decision detailed below may be implemented immediately as it is an urgent decision.

Delegated Decisions

I. Councillor Evans OBE - The Leader:

- I.a Urgent Decision - Local Authority Additional Restrictions Grant **(Pages 1 - 8)**
Scheme for Businesses

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L58 20/21


Decision	
1	<p>Title of decision:</p> <p>Local Authority Additional Restrictions Grant Scheme for businesses.</p>
2	<p>Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE (Leader of the Council)</p>
3	<p>Report author and contact details: Amanda Ratsey (Head of Economy, Enterprise and Employment) Amanda.ratsey@plymouth.gov.uk</p>
4	<p>Decision to be taken:</p> <ol style="list-style-type: none"> 1. To adopt the criteria for the Discretionary fund as set out in the report 2. To delegate the administration of the Fund to the s151 Officer in consultation with the Leader and Service Director for Economic Development
5	<p>Reasons for decision:</p> <p>The government has made available additional funding to support business recovery following the third national lockdown due to Covid19. This scheme is Plymouth City Council's approach to delivering the fund, following the government guidance. This is one of a number of support programmes that have been provided by government. The funding allocated to Plymouth is £1.213,895 million which can be spent at the discretion of the Local Authority from April 2021 through to March 2022.</p> <p>The purpose of this grant scheme is to support businesses that are not eligible for the restart grant and therefore fall through the gaps, it is important that we align this scheme with the restart grant scheme to ensure fairness of opportunity to all businesses across the city. Under the Additional Restrictions grant scheme we have already received £1.75m which needs to be defrayed by the 30th June 2021 to enable us to draw down the extra £1.2m, in order to be able to meet these timescales we will need to commence work as soon as possible.</p>
6	<p>Alternative options considered and rejected:</p> <p>To not implement the fund. This would prevent further financial support to businesses who have been ineligible for support from other schemes.</p>
7	<p>Financial implications:</p> <p>The funding allocated to Plymouth is £1.213,895 million which can be spent at the discretion of the Local Authority from April 2021 through to March 2022. This is fully funded by government. The cost of administering this scheme is currently being absorbed by the Council.</p>

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision supports the Growing Plymouth theme by ensuring impact on the economy from the Covid19 lockdown is minimised.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None directly arising from the recommendation from this report		

Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	x	(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No		(If no, go to section 13a)
12a	Reason for urgency: <p>The purpose of this grant scheme is to support businesses that are not eligible for the restart grant and therefore fall through the gaps, it is important that we align this scheme with the restart grant scheme to ensure fairness of opportunity to all businesses across the city. Under the Additional Restrictions grant scheme we have already received £1.75m which needs to be defrayed by the 30th June 2021 to enable us to draw down the extra £1.2m, if we wait until after the election to launch this scheme we will have lost two weeks (20% of the time) and will put massive pressure on an already under resourced team.</p>			
12b	Scrutiny Chair Signature:	Councillor Darren Winter by email.	Date	26/04/21
	Scrutiny Committee name:	Brexit, Infrastructure and Legislative Change		
	Print Name:	Councillor Darren Winter.		

Consultation			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/>
		(If no go to section 14)	
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Lowry (Cabinet Member for Finance) Councillor Tudor Evans OBE (Leader)	
13c	Date Cabinet member consulted	24/04/21	
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>
		No	<input checked="" type="checkbox"/>
		If yes, please discuss with the Monitoring Officer	
15	Which Corporate Management Team member has been consulted?	Name	Brendan Arnold
		Job title	Service Director for Finance
		Date consulted	24/04/21
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS138 20/21
		Finance (mandatory)	ba.21.22.06
		Legal (mandatory)	MS/22.04.21
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	
Appendices			
17	Ref.	Title of appendix	
	A	Executive Decision Briefing Paper for Additional Restrictions Grant scheme.	
Confidential/exempt information			
18a	Do you need to include any confidential/exempt information?	Yes	<input type="checkbox"/>
		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for	

		No	<input checked="" type="checkbox"/>	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature				Date of decision	24/04/2021			
Print Name	Councillor Tudor Evans OBE							

ADDITIONAL RESTRICTIONS GRANT GUIDANCE - APRIL 2021

(ARG)



ADDITIONAL RESTRICTIONS GRANT GUIDANCE.

The Additional Restrictions Grant (ARG) is a discretionary grant which will be administered, by Plymouth City Council within the Unitary Authority area. The grant will offer a lifeline to businesses which are struggling to bounce back following nationally imposed restrictions and resulting in loss of trade and income due to the Covid 19 crisis.

The total funding allocated to Plymouth is £1.213,895 million. This is likely to be the final allocation of discretionary grants (ARG) from the government. This fund is for businesses based in Plymouth and we are looking to help businesses which have been affected by Covid to recover as quickly as possible. We are particularly keen to hear from any business which has not received any other support to date and has fallen outside the support network.

The government have expanded the eligibility criteria. Local Authorities are encouraged to support businesses from all sectors that may have been severely impacted by restrictions but are not eligible for the Restart Grant scheme. This may include, but is not limited to, group travel and tour operators, other tourism businesses (including B&Bs and event industry suppliers), wholesalers, English language schools, breweries, freelance and mobile businesses (including caterers, events, hair, beauty and wedding related businesses), wraparound care providers, and other businesses that may have not received other grant funding. This list is not directive nor exhaustive, and Plymouth City Council continue to issue grants at their discretion, based on local economic needs.

Funding

It is proposed that 66% (£800,000) will be allocated directly to businesses.

If the funding is not all allocated in the first call the Council will run a second call over the summer.

The remaining 34% will be allocated to supporting wider economic development activity and supporting key institutions who provide an economic benefit to the city. Awards to this pot will be at the discretion of a panel lead by the Section 151 officer.

This split between tranches and businesses/wider economic development, will be reviewed in June 2021 by the section 151 Officer and the leader of the Council. Any revisions will be incorporated into updated guidance held on our website. We will also communicate any changes in our business newsletter.

Eligibility

We will prioritise funding to those businesses that have not received funding to date. If businesses can secure funding from other grant schemes, we will redirect them towards those pots.

This fund is designed to try and plug the gaps. We will prioritise funding to businesses that have not received funding since November. This funding is not meant to replace lost income, there are other schemes that are available to support this such as the furlough scheme and self-employment support. This funding is focused on supporting businesses with fixed costs to enable them to reopen.

The funding will be delivered in tranches, the first tranche will be solely for businesses which have not received any funding since November and are in the priority sectors identified below and the second tranche will focus on businesses in the identified priority sectors. If there are any funds left after these two tranches, we will do a final call and review our criteria.

To be eligible businesses will need to meet the following criteria:

- The business must have been trading on or before 1st April 2021.
- Must be a micro or small business with up to 50 employees.

- Businesses should have ongoing fixed monthly business costs in Plymouth, such as mooring fees, rent, rates, insurances, utilities, equipment rental etc
- Have not exceeded state subsidy levels.
- Businesses that are in administration, insolvent or where a striking off order has been made, are not eligible for funding under this scheme
- Can confirm they have been significantly affected by Covid.
- Plymouth home based businesses are eligible but must be registered with HRMC and provide their Company Unique Taxpayer Reference. And a copy of their most recent tax return.

For Plymouth, we will prioritise the following businesses for grants:

- Boat based businesses; this includes businesses in the supply chain for the fishing/marine sector with fixed business costs of over £500 per month
- Childcare providers with fixed business costs of over £500 per month
- Businesses who supply music venues, weddings, events, hospitality, leisure and tourism with fixed business costs of £500 per month
- Creative and event businesses who work from home, this includes freelance practitioners and consultants with fixed business costs of over £500 per month
- Businesses who are located in packaged rent and rates who are in the retail, hospitality and leisure sectors and not eligible for the restart grant with fixed business costs of over £500 per month

We do not envisage that this fund will support the following types of business.

- Any premises where the Council consider that a Bed and Breakfast business is “home sharing” and advertised solely online through “home sharing” websites will not be eligible for this fund.
- Storage containers, which are only used for storage are not eligible. Where a storage container is used to run a business (e.g. a café run out of a shipping container), that would be eligible.
- Buy to let properties
- SBRR premises for which are only used for personal use e.g. riding stables

Only one Discretionary Business Grant will be awarded to any business, however if businesses operate from multiple Plymouth premises, they may be eligible for additional payments at the discretion of the 151 officer.

How much grant will be payable?

If you have premises, your business will receive funding in line with the values under the restart grants scheme. Total payment for the third round of ARG payments are set out below:

Eligibility	Amount (one off payment)
Businesses with high fixed business costs (over £500 per month)	£2,667
Affected Ratepayer - RV 0 - 15k	£2,667
Affected Ratepayer - RV 15 - 51k	£4,000
Affected Ratepayer - RV 51k+	£6,000

How will grants be administered?

The Council has to gather data to administer these funds, information supplied will be kept confidential. Data will be retained so that we can undertake regular reporting to Government. The processes to administer this grant include:

- An online application form - we will have a separate ARG application process, we have designed this to be as simple as possible, in line with the governments reporting requirements
- Businesses may have to provide an up to date bank statement (for the account used by the business – must contain name of account, SC and ACC no for verification purposes) This is to reduce fraud
- Spotlight and NFI checks must be undertaken before payment is released.
- We require evidence of fixed costs e.g. bank statements, contracts, invoices etc.

We will hold the application process open until we have applications which use up the £800k funding available, we will then close the application process. Therefore, if there is a strong demand the application process may only be open for a few days. It is important that businesses/applicants apply early. Communications need to be clear that this is our approach and will be listed on invest in Plymouth, our city council website and all our social media platforms.

Evidence to support your application

We will undertake checks to make sure you are a business.

- Taxi drivers must provide their licensing number from PCC
- Guest houses/BnB's should be registered with Plymouth City Council licensing
- Evidence that you are trading business could include social media, records on companies' house, HMRC tax returns
- Furlough records
- We may ask for photographic evidence, if we do, please show pictures which show the context of your business
- Additional evidence may be requested i.e. additional bank statements or photographic evidence

We will check that you have fixed costs examples include

- accountancy costs to prepare accounts,
- rent,
- rates,
- mooring fees,
- equipment leases,
- insurance costs,
- mobile phone contract costs)
- In addition we will help support with fixed reopening costs (fitting of covid secure screens, purchasing contactless payment)

The following do not count as fixed costs

- Petrol
- Tyres,
- Telephone call charges
- Wages and salaries
- Stock
- Personal/household Food
- Fuel
- Personal rent/mortgage
- Delivery and transportation of goods sold

When will business be paid?

- Evidence of need required, therefore retrospective payments only
- Scheme opens on 26 April, payments end of the following week and onwards

Exceptional awards

Exceptional awards may be made in individual cases, by certification of the S151 Officer.

These may include additional discretionary support to extend funding provided to businesses under the LRSG (closed) grant scheme. The Council may also look to support businesses through activities such as supporting key organisations which have a wider economic multiplier effect (e.g support to Business Improvement Districts to fill empty shops).

In order to qualify for an extra ordinary award, you must meet the following criteria

1. Be a business that has a reach and impact which extends beyond its own activity (e.g. Business Improvement Districts)
2. Can demonstrate a drop income – guide 30% drop in income
3. Have fixed costs

In order to qualify for this fund, you will need to have a discussion with Economic development team

Wider Business Support

This is activity which provides business support and aids recovery, we are proposing that £400K is allocated, commissioned and spent by March 31st 2022. Where this activity will be delivered by PCC, it will be delivered in line with ARG guidance it will not be used to displace PCC funding, fund exiting roles or compensate for loss of income from falling revenue, it will be focused on activities which provide direct support to business and each of these projects will be required to provide returns detailing the businesses they have helped

Review of decisions

The Council will operate an internal review process only. We reserve the right to close the scheme at short/no notice – potential applicants should apply without delay.

Unsuccessful applicants will be advised of the outcome of an application by email. There is no right to appeal a decision.