

Operational Executive Decision-Making Form

Guidance

This form should be used to record operational decisions taken by officers.

Operational decisions are defined as those which:

- have a value below £150,000
- are taken within agreed policies and budgets.

When defining the financial value of a decision the following principles apply:

- the financial value of a decision should reflect the total committed financial impact of that decision to the Council, for example, the full cost of a contract over its lifespan rather than the cost per year
- decisions incurring savings, income (including income from grants), loss of income and expenditure all fall within the definition of financial impact.

Governance Services can provide advice if you are unsure whether your decision is operational.

Please refer to Decision Making Guidance, available on the intranet, for information on how to fill out this form.

Signatures should not be added to this form but it is your responsibility to obtain explicit approval for the decision from the decision maker (usually your Corporate Director).

Publication and Implementation of the Decision

Once complete you must send a copy of this form to constitutional.services@nottinghamcity.gov.uk for publication on the Council's website. If there is a valid reason why any of the information cannot be published please attach it as an exempt appendix. In exceptional circumstances, the whole decision may be exempt from publication. If this is the case, please make this clear on the form. The title of the decision will still be published.

Operational officer decisions are not subject to call-in. Therefore, decisions should be completed and submitted to Governance Services before they are implemented but do not have to be published before implementation.

Operational decisions with a value below £25,000 do not require this form to be completed.

Decisions usually taken by Portfolio Holders

Where specifically delegated, officers can take decisions that would usually be taken by Portfolio Holders, Executive Committees or the Leader. These decisions cannot be recorded on this form. They should be recorded on the electronic Delegated Decisions System and are subject to publication and call-in.

Procurement

Where the decision involves the procurement of goods or services from a third party you must follow the Council's agreed procurement procedures, including arrangements for exemptions from those procedures. Please contact the procurement team for advice.

Operational Decision Record

Publication Date 07/10/21	Decision Reference Number 4393
Decision Title Victoria Centre Market Traders ARG payment	
Decision Value £147,000	
Revenue or Capital Spend? Revenue	
Department Growth and City Development/Economic Development	
Contact Officer (Name, job title, and contact details) Robert Dixon Head of Business Growth Tel: 07714480920 Email: robert.dixon@nottinghamcity.gov.uk	
Decision Taken To pay additional restrictions grants to each of the Victoria Centre Market Holders, to the total value of £147,000 split across the traders based on rent/rateable value.	
Reasons for Decision and Background Information Nottingham City Council has an Additional Restrictions Grant allocation, that allows Nottingham City Council to pay discretionary grants to impacted businesses. Victoria Centre market traders have been particularly badly hit during the Covid pandemic, with lower footfall and even for retailers allowed to open, to increase social distancing, specific measures were imposed on the traders during the pandemic which meant they were forced to close. This small grant is a grant to support those affected traders, inline with government guidance that Nottingham City can support any sector but support those most affected based on local need.	

Other Options Considered and why these were rejected Not spending the Additional Restrictions Grant on these highly affected market traders. This option was rejected as the traders had extra closure measures imposed on them by Nottingham City Council as the manager of the Victoria Indoor Market.

Increase the grant using additional Council funding. This option was rejected as there is no available funding to top up the grant.

Reasons why this decision is classified as operational: This is grant funding, which has been received by Nottingham City Council under Additional Restrictions Grant funding which is a discretionary fund for local need. The allocation of funding has been reviewed by the portfolio holder, Corporate Director and Corporate Leadership team, and a wider framework is subject of an Executive Board report (for 19th October 2021) where this is included as part of that funding.

Additional Information

Legal Advice: There are no significant legal issues arising from this decision. The Council must ensure that it uses and allocates any grant in accordance with government guidance. Given the value of the grant to individual market traders this is unlikely to create a subsidy control concern, however should grants become larger then advice should be sought to ensure that should any subsidies be provided they are lawful.

Advice provided by Naomi Vass (Senior Solicitor) on 30/09/2021.

Finance Advice:

This decision seeks to allocate £147k of funding to support the Victoria Centre Market Traders.

This funding is part of the allocation of the Additional Restrictions Grant awarded to NCC for a total of £1.8m. This is linked to an Executive Board Report to be presented to the October 2021 panel. In this report, the Victoria Market Traders have been identified as a key market group to benefit from this grant due to the serious difficulties they have faced during the pandemic. It also aims to tackle their rent arrears. A total of £347k has been earmarked. However, this decision is in regards to the first part of the conditions set and these are as follows:

Existing traders would see a 50% reduction in rent for either 3 months (£74K) or 6 months (£147k) January 2021 to June 2021

In order to secure the rent support, they would need to pay 100% of their current arrears as a one off payment. Only when that payment has cleared, would the rent support be paid out.

Advice provided by Michelle Pullen (Commercial Business Partner) on 16/09/2021.

This is a specific grant for Victoria Centre Market traders, with no specific equalities related issues. Equalities team have been consulted, and judge no requirement for an Equalities Impact Assessment. Grant funding is reviewed within the council at standard Equalities board monitoring of business support in the council.

Decision Maker (Name and Job Title)

Sajeeda Rose

Corporate Director Growth and City Development

Scheme of Delegation Reference Number

1

Date Decision Taken

06/10/2021