

# Notice to the Chair of the Resources and Public Realm Scrutiny Committee



## Urgent Key Decision form

<b>DECISION DETAILS</b>
<b>Decision Maker:</b> Cabinet
<b>Decision Title:</b> Local Authority Discretionary Grant Fund
<b>Description of Decision:</b> To approve the process and criteria for operating the Discretionary Grant Scheme for small businesses in Brent
<b>When will the Decision be made?</b> 15/06/20
<b>Will the accompanying report be:</b> Open <input checked="" type="checkbox"/> Part Exempt <input type="checkbox"/> Fully Exempt <input type="checkbox"/>
<b>Reasons for exemption (if applicable)</b> The report will contain the following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph:
<b>TYPE OF URGENCY</b>
<b>Please tick all that apply:</b>  <input checked="" type="checkbox"/> A. The decision is urgent and <u>28 clear days' notice</u> of the decision cannot be given but at least 5 clear days' notice can  <input type="checkbox"/> B. The decision is extremely urgent and even <u>5 clear days' notice</u> of the decision cannot be given  <input type="checkbox"/> C. The decision will be made by members at a meeting and <u>28 clear days' notice</u> that the proposed decision may be discussed in private (i.e. the report will contain information <u>exempt from publication</u> ) cannot be given  <input checked="" type="checkbox"/> D. The decision must be implemented urgently and the <u>5 day call-in period must be dis-applied</u> to allow the decision to take immediate effect.
<b>REASONS FOR URGENCY</b>
<b>If you have selected options A, B or C please explain:</b>  <ul style="list-style-type: none"><li>▪ <b>Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated)</b>  <i>The Discretionary Grants FAQs (a supplementary guidance document) was only published on 26 May 2020, and prior to that it had not been possible to anticipate the timescales needed to complete a Cabinet report with the necessary detail.</i></li></ul>

- **Why it is impractical to defer the decision to a later date to allow the appropriate notice to be provided.**

*Government has notified local authorities that funding through this scheme needs to be administered and disbursed as soon as possible and ideally from the beginning of June. Delaying further will mean that the council cannot implement its grant scheme until July at the earliest. In that time there is a high risk of businesses failing due to their urgent need for grant funding to support them to survive during the Covid-19 crisis.*

**If you have selected Option D please explain why the council's interest or the public interest would be seriously prejudiced by the decision not taking immediate effect.**

*Any delay to the Grant Scheme going live will result in a higher risk of business failure as small firms urgently need grant support to remain viable during the Covid-19 period. Furthermore, if the decision does not take immediate effect the council will risk not implementing its grant scheme within the government's stated preference of June 2020.*

#### SIGN-OFF

**Director of Regeneration & Environment**

**Printed Name:** Amar Dave

**Signature:** *A. Dave*

**Chief Executive**

**Printed Name:** Carolyn Downs

**Signature:** *C. Downs*

## THE FOLLOWING SECTION IS TO BE COMPLETED BY GOVERNANCE SERVICES

### CHAIR OF SCRUTINY

**Notice to:** Councillor Matt Kelcher

#### The Chair is asked to:



**Note that an urgent decision will be taken as detailed in the form above.**

The decision is deemed urgent because insufficient (less than 28 days) notice of the intention to take the decision was provided on the Forward Plan. However, at least 5 clear days' notice has been provided and therefore the Scrutiny Chair is only required to note that the decision will be taken.



**Permit the extremely urgent decision to be taken as detailed in the form above.**

The decision is deemed extremely urgent as less than 5 clear days' notice of the intention to take the decision has been provided. The Scrutiny Chair is asked to agree that the decision is urgent and cannot be reasonably deferred for the reasons detailed in the form above.



**Permit discussion of exempt information in private relying on Schedule 12A of the Local Government Act 1972**

If a report is likely to contain information exempt from publication under schedule 12A of the Local Government Act 1972, then 28 days' notice of this must be provided on the Forward Plan. Where this requirement has not been met, the agreement of the Scrutiny Chair is required before proceeding.



**Permit the dis-application of the 5 day call-in period, allowing the decision detailed in the form above to take immediate effect.**

A Cabinet decision or a Key Decision cannot be implemented until the 5 day call in period has elapsed and no valid call-in has been received. The call-in protocol can be dis-applied if the council's or the public interest would be seriously prejudiced by the decision not taking immediate effect. The Chief Executive must determine whether a decision is urgent in this regard. The consent of the Scrutiny Chair to the matter being treated as urgent is also required.

### SIGN-OFF

**Notice sent to Councillor Matt Kelcher on 02/06/20**

**Chair's approval:**

Required ☒

Not Required ☐

**Date approval granted (if applicable): 03/06/20**