



**Melton  
Borough  
Council**

## **Record of Cabinet Portfolio Holder Decision**

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Decision made by</b>	Portfolio Holder for Growth and Prosperity
<b>Decision Title</b>	Melton Borough Council - Discretionary Grant Fund scheme policy
<b>Key decision?</b>	YES
<b>Date of decision (same as date form signed)</b>	8 June 2020
<b>Name and job title of Officer requesting the decision</b>	Lee Byrne – Regeneration Manager
<b>Officer contact details</b>	lbyrne@melton.gov.uk
<b>Decision</b>	<p>To approve Melton Borough Council's Discretionary Grant fund scheme policy to enable the Council to start delivery of the fund to businesses in the borough</p> <p>To delegate authority to the Director for Growth and Regeneration to finalise and agree the Procedural notes for the policy, in consultation to the Portfolio Holder for Growth and Prosperity, and to publish these on 11 June 2020</p>
<b>Reason for Decision</b>	<p>On 1 May 2020, the Government announced the <b>Local Authority Discretionary Grants Fund</b>, and on 13 May 2020 published guidance for local authorities.</p> <p>The guidance identifies that Local Authorities are required to set out the scope of their discretionary grant scheme on their website, providing clear guidance on which types of business are being prioritised, as well as the</p>

	<p>rationale for the level of grant to be provided.</p> <p>The development of a discretionary grants policy meets this requirement. The Councils' Discretionary Grant Fund Policy will give a high level overview as to the type of considerations that will inform how applications will be assessed and grants awarded.</p> <p>By setting out the Councils approach to assessing and awarding grants this policy provides key information, such as criteria to be eligible for a grant, to the general public and businesses who may look to submit an application to the scheme</p> <p>Along side this policy the Council will develop a local 'discretionary grant scheme assessment procedure'. This document will set out how the grant assessment process will work and how grant awards will be determined. This document will be published on the Councils website on the 11<sup>th</sup> June 2020</p> <p>This policy and associated procedure note also adhere to the Councils values and commitments around openness and transparency</p> <p>This decision notice to sign off The Discretionary Grant Scheme policy is required to enable the grant fund to be delivered by the Council</p>
<p><b>Alternative options rejected</b></p>	<p><b>Do not develop a policy</b> – this option was rejected as without a policy setting out our local preferences and how we will look to assess applications we would not be compliant with the guidance developed by Central Government and this may impact on our ability to deliver this grant fund to eligible businesses in Melton in an open and transparent manner.</p> <p>Not having a policy would also mean businesses are unable to make an informed judgement on whether they would be considered eligible for the scheme or not which in turn could increase dissatisfaction levels with the decisions that are made.</p>
<p><b>Legal implications</b></p>	<p>The Council has the power to award grants to organisations using its general power of</p>

	<p>competence in section 1 of the Localism Act 2011. In exercising the power the Council must satisfy its public law duties. In essence this means that in making the decision the Council must have taken into account only relevant considerations, followed procedural requirements, acted for proper motives and not acted unreasonably.</p> <p>The Council will need to ensure the eligibility criteria is formulated, applied and met consistently to all grants in line with Government Guidance.</p> <p>Taking decisions outside of Policy/Guidance may result in financial implications for the Council.</p>
<p><b>Financial implications</b></p>	<p>The Council has been allocated £575k to deliver this scheme.</p> <p>This funding is allocated by Central government who will be expecting this to be met from any underspend from the original grant allocation for the SBG and RHLG schemes as well as a top up from Central Government if required.</p> <p>There may be some financial impact in regards to potential overtime payment to officers to deliver the scheme. This will be charged to the Covid-19 costs which are being regularly monitored. The Government has indicated there will be a new burdens grant allocated to councils to cover the costs of implementation but the level of this at present is unknown.</p> <p>To date direct costs of £750 has been incurred to update the finance system to enable payments to businesses once they have been awarded a grant. Again this as been coded to the Covid-19 costs code.</p> <p>The Council will be working with MBC's Audit team to undertaken antifraud checks on the applicant information received through this scheme. It is expected this cost of this in relation to the Discretionary grant scheme will be no more than £250</p>
<p><b>Other implications</b></p>	<p>None</p>

<b>Background papers considered</b>	<a href="#">Melton Borough Council – Discretionary grant fund Policy</a> <a href="#">Local Authority Discretionary fund: Guidance for local authorities</a>			
<b>Declarations/conflict of interest?</b>	N/A			
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward Councillors			
	Legal	Adele Wylie	done	25.5.20
	Finance	Dawn Garton	done	22.5.20
	Human Resources	N/A	N/A	N/A
	Equalities	N/A	N/A	N/A
	Communications	N/A	N/A	N/A
<b>Confidential Decision?</b>	No			
<b>Call In Waived by Scrutiny Committee Chair?</b>	Yes			
<b>Has this been discussed by Cabinet Members?</b>	Yes			
<b>Cabinet Portfolio Holder Signature</b>	Leigh Higgins		Signature	
	8 June 2020		Date	

**ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.**

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Form Received	8 June 2020	
Date published to all Councillors	10 June 2020	
Call In Deadline	N/A	