

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 07/04/20	Ref No: BGIC190004
Type of Operational Decision:	
Executive Decision <input style="width: 100px; text-align: center;" type="checkbox" value="X"/>	Council Decision <input style="width: 100px;" type="checkbox"/>
Status: For publication.	
Title/Subject matter: Rent relief scheme for the Council's business tenants during the outbreak and management of COVID-19.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) in accordance with Council Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	n/a
Details of Operational Decision Taken [with reasons]:	
<p>Bury Council is reacting to the ongoing developments concerning COVID-19 in relation to its business tenants that lease Council owned property. The Council is keen to ensure that its tenants are supported during this unprecedented time and that their businesses remain viable and ready to continue to prosper when this emergency is over. The Council's tenanted estate is important to the Borough for the income that it generates, its contribution to commercial vitality of business, employment and the training of its workforce.</p> <p>Therefore in response to COVID-19 and requests from many of its business tenants for rent relief, Bury Council has put together a scheme to assist businesses that may now be in a position where they are finding paying rent to the Council difficult.</p> <p>The Council's Cabinet has approved a scheme that will offer the Council's business tenants rent relief for two months.</p> <ul style="list-style-type: none"> ➤ Businesses whose annual rent is below £6,000 will automatically receive 100% rent relief for this period. ➤ Businesses who can show they have been either 'critically' affected or 'significantly' 	


impacted will be offered 100% or 50% rent relief respectively.

There is an application process for the for business tenants where their annual rent is £6,000 or above. All information, including the application form is on a web page on the Council's website. The Property & Asset Management team (PAM) will assess each application and inform each applicant of their decision within 5 working days of receiving it.

All relevant business tenants have been e-mailed or telephoned (where they either don't have an e-mail address or where we have received an undeliverable message).

The scheme will be reviewed during May 2020 and further updates will be provided on the web page.

All business tenants have been reminded that despite this unprecedented time, they must continue to be compliant with the obligations of their lease.

Decision taken by:	Signature:	Date:
Executive Director or Chief/Senior Officer		06.4.2020
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**