



**Notice of a public  
Decision Session - Executive Member for Finance and Performance**

**Meeting to be held in consultation with the Executive Member for  
Housing and Safer Neighbourhoods (for agenda item 4 Citizen's  
Advice York Service Level Agreement Renewal)**

**To:** Councillor Ayre (Executive Member for Finance and Performance) and Councillor Craghill (Executive Member for Housing and Safer Neighbourhoods)

**Date:** Monday, 9 March 2020

**Time:** 3.00 pm

**Venue:** The Thornton Room - Ground Floor, West Offices (G039)

**AGENDA**

**Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00pm on Wednesday 11 March 2020.**

\*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any items that are called in will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5:00pm on Thursday 5 March 2020.**

## 1. **Declarations of Interest**

At this point in the meeting, the Executive Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

## 2. **Minutes**

(Pages 1 - 8)

To approve and sign the minutes of the Decision Sessions held on 15 January and 14 February 2020.

## 3. **Public Participation**

At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 6 March 2020**. Members of the public can speak on agenda items or matters within the Executive Member's remit.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

### **Filming, Recording or Webcasting Meetings**

Please note that, subject to available resources, this meeting will be filmed and webcast, or recorded, including any registered public speakers who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

[https://www.york.gov.uk/downloads/file/11406/protocol\\_for\\_webc](https://www.york.gov.uk/downloads/file/11406/protocol_for_webc)

**4. Citizen's Advice York Service Level Agreement (Pages 9 - 24)  
Renewal**

This report is brought to the Executive Members to seek approval for a four year funding agreement to March 2024 with Citizens Advice York (CAY) as set out in Annex B to the report.

**5. Business Rates – Retail Discount scheme (Pages 25 - 42)  
amendment and Pub Relief 2020/21**

This report sets out the details of York's proposed new retail discount scheme 2020 – 21 including pub relief and approve the category of retail properties that will benefit (the scheme). These discounts will provide a reduction in business rates for qualifying businesses helping to sustain employment and encourage growth of the York economy.

**6. Urgent Business**

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Angela Bielby

Telephone: (01904) 552599

Email: a.bielby@york.gov.uk

For more information about any of the following, please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

City of York Council

Committee Minutes

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Meeting	Joint Budget Decision Session - Executive Leader (incorporating Policy, Strategy and Partnerships) and finance and Performance
Date	15 January 2020
Present	Councillors Aspden and Ayre (Executive Members)

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## 6. Declarations of Interest

The Executive Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda. None were declared.

## 7. Public Participation

It was reported that there had been two registrations to speak under the council's Public Participation Scheme.

Gwen Swinburn thanked the Executive for agreeing to hold these Joint Budget Decision Sessions, but questioned whether sufficient detail around savings had been included within the meeting papers. She also raised several quires regarding the Capital Budget and asked if smaller capital projects could go to Executive Member Decision Sessions for approval.

Janice Gray raised questions about why York Theatre Royal was being assigned funds in the council budget?

The Executive Members noted that York Theatre Royal was a National Portfolio Organisation and that it would therefore receive funding from the Art Council as long as City of York Council was also making a financial contribution.

## 8. Financial Strategy 2020/21 to 2024/25

Officers introduced a report on the Financial Strategy for 2020/21 to 2024/25. Key areas in the report were discussed including the capital budget. It was noted that there was an amendment to make to annex 4, paragraph 107 of the agenda that the ICT Capital Program was receiving an increase of £350k (not £250k) from years 21/22 onwards to reflect the increased demand. Officers outlined what had been done to consult both

residents and business in the city as part of the budget process. Executive Members requested that further detail on business' responses to the consultation be included when the Financial Strategy is brought to the meeting of the Executive.

The Executive Members confirmed when the budget is presented at Budget Council meeting on 27 February 2020 it would include a detailed equality impact assessment.

Resolved:

- i. That the feedback from consultation for Leader (incorporating Policy, Strategy and Partnerships) and Finance and Performance portfolios, as set out in Annex 3 to the report, be noted;
- ii. That the following be agreed for inclusion within the overall financial strategy to be presented to Executive on 13 February 2020:
  - a) The 2020/21 revenue savings proposals for Leader (incorporating Policy, Strategy and Partnerships) and Finance and Performance portfolios, as set out in Annex 1 to the report.
  - b) The 2020/21 revenue growth proposals for Leader (incorporating Policy, Strategy and Partnerships) and Finance and Performance portfolios, as set out in Annex 2 to the report.
  - c) The new schemes for inclusion in the Capital Strategy as set out in annex 4 to the report.

Reason: To ensure that stakeholders have the opportunity to feed into the budget process in advance of the finalisations of the Financial Strategy 2020/21 to 2024/25.

Cllr. K Aspden, Executive Leader (incorporating Policy, Strategy and Partnerships)

Cllr. N Ayre, Executive Member Finance and Performance  
[The meeting started at 5.32 pm and finished at 5.56 pm].

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Meeting	Decision Session - Executive Member for Finance and Performance
Date	14 February 2020
Present	Councillors Ayre

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### **1. Declarations of Interest**

The Executive Member was invited to declare, at this point in the meeting, any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests that they might have in the business on the agenda. None were declared

### **2. Minutes**

Resolved: That the Minutes of the previous meeting of the committee held on 16 December 2019 and the Joint Decision Session held on 13 January 2020 be approved and signed as a correct record.

### **3. Public Participation**

It was reported that there had been eight registrations to speak at the meeting under the Council's Public Participation Scheme. All eight spoke on Agenda Item 4, 'the proposal to offer a conditional 2 year lease extension to Spark:York for 17-21 Piccadilly'.

Cllr Fitzpatrick, Ward Member for Guildhall, spoke regarding how city living was about vibrancy. She was supportive of the concept of this scheme and pleased that the space was being used rather than left empty. However, nearby residents had reported noise levels that had been intolerable at times and had adversely affected them. Attempts to notify residents regarding live music or televised events had not been good enough.

Mr James Flinders, Chair of the Walmgate Community Association and local resident, spoke in support of the positive aspects that Spark:York had offered. They welcomed the opportunities for new businesses able to take advantage of short term lease arrangements. He highlighted the frustration of

local residents in relation to noise levels in the evening and considered that reducing the time for the sale of alcohol by half an hour from the current operating hours, would help ameliorate this concern; along with compliance with previous planning permission regarding cladding the units, controlling noise nuisance and better communication with residents in notifying them prior to key events.

Mr Franz Wallmann, local resident, considered that the use of shipping containers was an unsuitable construction and that this was effectively an open air venue. Licensed premises are required to keep windows and doors closed to prevent noise nuisance, whereas Spark: York doesn't have windows. It was nearby residents that had to close their doors and windows. Even then, noise from Spark:York could still be heard. Other nearby, long established businesses were not offered the same level of leniency as Spark: York. The Council should protect its residents from this noise nuisance.

Mr Jody Toner, owner of Toner & Co hair salon spoke about how as a stylist it had not been possible to secure a lease in York with the costs involved in long term leases and business rates. The flexibility and short term one year lease that Spark:York had offered had enabled him to establish his business in a vibrant location, near a car park, until he had developed his business and was able to then move on to a more permanent fixture at Gillygate. He hoped that further businesses would continue to have the same opportunity that he had been given.

Ms Louise Warnes, considered that she lived in the closest proximity to the Spark:York location with her five year old son and had found the management team at Spark:York- Tom and Sam to be very communicative and accommodating. On the rare occasion that it had been too noisy, she had phoned and informed them and noticed an immediate reduction to noise. She considered Spark:York to be a valuable community asset and regularly attended events hosted there with friends.

Ms Gwen Swinburn spoke in objection to the continuation of the Spark:York lease. She considered that it was located at a prime site and had enjoyed a three year rent free period. That they should be paying a minimum £150K per annum rental, particularly in view of the Property Portfolio income being down by approx. £250K. She considered that the Council was



breaching its duties in relation to the public purse and equalities and were likely exposing itself to fines. She requested that this item be deferred until there had been an option analysis for the site and calculations proposed for rent using proper valuations and rationale for discounts offered.

Two further local residents who wished to remain anonymous made the following point, which included:

The Spark:York vision had been for smart, trendy, coffee culture, restaurants and community space. He considered the reality to be that it had now become a 'raucous watering hole'. The planning application in 2017 had assessed risk and noted potential noise and privacy issues. In not penalising Spark:York in relation to noise, the Council was complicit in this. Spark:York were being rewarded at the expense of resident's wellbeing. He urged the Council not to extend their lease, or if they do, to extend it for six months and then be charge them the going rate thereafter.

The second local resident raised concerns regarding the noise nuisance and how this had affected his two teenage sons who were sleep deprived whilst studying for exams. He urged the Executive Member not to extend this lease and to instead use the money to benefit the York area generally.

**4. Proposal to offer a conditional 2 year lease extension to Spark:York for 17-21 Piccadilly**

The Executive Member considered a report which sets out a proposal to grant a further lease to 17-21 Piccadilly to Spark:York, when their existing lease expires on 30th June 2020, until March 2022 when the site will be needed for redevelopment as part of the Castle Gateway regeneration.

It was proposed that this further lease would only be granted when: (a) Spark York are in full compliance with the existing planning permission and (b) only if and when they obtain planning permission for continued use of the site for its present use for the duration of the further lease. The current planning permission would expire on 1<sup>st</sup> July 2020 unless the council as Local Planning Authority (LPA) granted an extension prior to that date.

The Assistant Director of Regeneration and Asset Management and the Property Manager – Commercial, were in attendance to present the report and to respond to questions.

Officers explained how this scheme had been initiated by the Castle Gateway regeneration, as a lack of footfall had been identified in that area. The lease had been offered to Spark:York to generally enliven the area through growing small businesses. Officers recognised that there was a balance to be struck with energising this area and the needs of local residents. The businesses in Spark:York must work within the boundaries permitted, particularly in relation to evening events. The officer report had recommended a continuation of the positive aspects of the scheme with clear restrictions in relation to the prevention of amplified live music and DJ sets and full compliance with all of the conditions to the site's existing planning permission, cladding the units and controlling noise nuisance.

The Executive Member stated that he was making his decision in consultation with and representing full Executive. It would not be possible to bring an end to this scheme and to evict Spark:York as it supported a number of small businesses that would need to re-locate. He was supportive of how this scheme had regenerated that area, noting that although a number of proposals for that area had been put forward, it had been difficult to find a project that all relevant parties could agree upon. This scheme had seemed ideal as it had offered a coffee culture environment and attracted city workers for the 5-8 pm time period. Although he considered that Spark:York had been positive for the City, he fully understood and appreciated residents' concerns regarding how the scheme had impacted upon their amenity. He considered that these concerns could be resolved with an improvement in communication, enforcement and the planning process. He stressed that having considered the concerns raised by residents, a zero tolerance approach to compliance would be taken.

Resolved: That the following be confirmed by the Executive Member for Finance and Performance:

- (i) To offer Spark York a new lease for the use of 17-21 Piccadilly from 1<sup>st</sup> July 2020 until 31<sup>st</sup> March 2022 (at basic rent of £13,333 per

annum payable monthly in advance rather than annually in arrears, plus an additional rent equal to 30% of Spark's annual profit payable at the end of each year) to continue to operate a shipping container development for start-ups and street food,

- (ii) That the new lease will require Spark: York will to pay a Bond/Deposit sum of £5,000 to the council towards securing compliance with the tenant's obligations in the new lease (such as payment of rent)
- (iii) That the new lease will require a director of Spark:York to act as guarantor for the performance by Spark:York of the tenant's obligations in the new lease
- (iv) That the new lease will contain a clause setting out the council's right to terminate the lease should Spark/the tenant breach their obligations in the lease (including breaching planning laws)
- (v) That the new lease will specifically preclude Spark: York from running amplified live music or DJ sessions in the evening
- (vi) That the new lease will only be granted if and when:
  - (a) Spark: York are in full compliance with all of the conditions to the site's existing planning permission, cladding the units and controlling noise nuisance.
  - (b) Spark: York obtain an extension from the LPA of the validity period of the existing planning permission from 1st July 2020 to 31st March 2022.
  - (c) Spark: York have settled all existing debts to the council.
  - (d) A communication plan is in place which would be a two way communication agreement with Spark:York and local residents.
  - (e) That authority be delegated to the Assistant Director of Regeneration and Asset Management in consultation with the Executive Member for Finance and Performance to investigate the viability of reducing the time for the sale of

alcohol by half an hour from the current operating hours. Current hours are in accordance with statutory permitted times.

Reason: To allow the continued use of 17-21 Piccadilly to support SME businesses and create footfall and economic activity in advance of the long term redevelopment of the Caste Gateway scheme.

Cllr Ayre, Chair

[The meeting started at 1.30 pm and finished at 2.10 pm].



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**Joint Decision Session – Executive Members  
for Finance & Performance, and Housing &  
Community Safety**

**9 March 2020**

Report of the Assistant Director (Customer & Digital Services)

**Citizens Advice York Service Level Agreement Renewal 2020/24**

**Summary**

- 1) This report is brought to the Executive Members to seek approval for a four year funding agreement to March 2024 with Citizens Advice York (CAY) as set out in Annex B to this report.

**Recommendations**

- 2) The Executive Members are asked to approve the Service Level Agreement (SLA) at Annex B to this report including the following:
  - i) the 4 year period of funding;
  - ii) the financial decision to reflect:
    - a) the increase in funding to cover a contribution towards the staffing costs associated with providing a debt advice service, which is additional to the core service provided; and
    - b) the absorption by CYC of future accommodation charge increases.

*Reasons: To demonstrate the delivery of expected outputs of and accountability for public expenditure. To meet Council priorities around financial inclusion activities.*

**Background**

- 3) In past years CYC has in the past negotiated three year partnership funding agreements with CAY; those previous agreements finished in March 2018.

- 4) In 2018/19 and 2019/20 the agreements were updated and rolled forward for 12 months at a time, firstly to allow CAY to undertake a comprehensive review leading to a new business plan. Then in 2019/20 when 2.5% inflation was added increasing the core funding for CAY services to £131,200. The reason for this was that a full council election was due in May 2019 and it was agreed that the new political Administration should consider any longer term funding agreement as part of medium term budget decisions.
- 5) Outside of this agreement are several one off project based funding streams which provide support and advice to residents, some of which are funded by the council and are summarised in Appendix 1 to the SLA.
- 6) The council also currently funds the following CAY projects as part of the Financial Inclusion grant funding scheme '*Improving Finances, Improving Lives*':

<b>Current CAY Project</b>	<b>Grant</b>	<b>Start</b>	<b>End</b>	<b>Extension to 30/9/19</b>	<b>Extension to 31/3/20</b>
Advice York	£10,390	01/06/2018	31/05/2019	£3,463	£5,195
Debt Support	£49,875	01/07/2017	30/06/2019	£6,234	£12,469
GP Outreach	£24,054	01/07/2018	30/06/2019	£6,014	£12,027
Community hubs (cafes)	£38,452	01/07/2018	30/06/2019	£9,613	£19,226
Totals	<b>£122,771</b>			<b>£25,324</b>	<b>£48,917</b>
<b>Total funding</b>					<b>£197,012</b>

- 7) These schemes were extended initially to September 2019, then to March 2020 prior to the launch of the new *Financial Inclusion Innovation Fund* in January 2020, for which bids have been recently been received and will be awarded on 16<sup>th</sup> March 2020.
- 8) In addition the CAY receives accommodation and related service charges at less than the council's commercial charge in recognition of the budget available at the time of the move into West Offices and the mutual benefit to both organisations of working in co-location at West Offices. This is a financial benefit to CAY, at today's prices of £65k.

## **Changes proposed:**

### **Length of Agreement**

- 9) To secure the continuity and resilience of the core and debt services provided by CAY, along with employment security for the non-volunteer workforce, it is recommended that next agreement with CAY is 4 years in length to ensure that the funding is carried through to the next political Administration which can then review support to CAY going forward. This is consistent with the 4 year SLA awarded in the Welfare Benefits Unit SLA approved in February 2018.

### **Funding proposals**

#### **Temporary to permanent funding of Debt Adviser**

- 10) One of the existing FISG grant funded schemes has been to fund Debt Advice Support work carried out by CAY and the outputs from this work is summarised in Annex A to the end of September 2019. Going forward CAY have secured some funding to contribute to the costs of 0.6 of a specialist debt worker role from the Money Advice and Pensions Service, hence a proposal in this report to fund the remaining 0.4 of the role through the CAY SLA going forward.
- 11) This also meets the former Executive's approval of a scrutiny review recommendation to: *Investigate options for securing long-term funding support for successful time-limited FISG grant funded schemes.*

#### **Freezing of Accommodation Costs**

- 12) In addition, to recognise the pressure on the charity's finances of any future increases in accommodation rental costs and service charges – it is proposed that these remain at current levels throughout the next 4 year period. This represents a contribution by CYC of £1800 in 2020/21 alone.

## Revised Proposed Funding Level

13) The proposed fixed\* funding level is as follows:

	£
Core service	131,200
Contribution to specialist debt advice service (0.4 FTE)	18,900**
Total SLA funding	150,100

\* inflation is not included given the level of increase of 12.6% in cash terms or 13.6% taking into account the absorption of £1800 accommodation cost increase by CYC. In order to fix budgets, inflation is not included in future years but neither will any accommodation costs increase for the current space utilised by CAY in West Offices.

\*\* this will cover related staffing costs only, not office/premises costs, which relate to the following hours per week:

Salaries incl. NI, Pension	Hrs/wk
Debt Adviser	15.0
Debt Administrator	7.0
Management & supervision	2.0

## Analysis

14) The funding levels and length of SLAs are recommended in order to secure the objectives set out in the agreement at Annex B.

## Council Plan

15) The actions set out in the report contribute to the 2019-23 Council Plan as follows:

- Well-paid jobs and an inclusive economy –particularly reviewing CYC’s approach to financial inclusion, around sustainability of delivery of advice, support and services.

## Implications

16) **Financial** – One off money from the Financial Inclusion underspend will be used to fund year 1 of the CAY SLA increase and growth will be sought for years 2-4. The loss of income as a



result of freezing the current accommodation costs will be managed within the overall approved budgets for West Offices.

- 17) **Equalities** – This funding enables support to the most vulnerable sections of the community.
- 18) There are no Legal, Property, Human Resources, Crime and Disorder, or Information Technology implications arising from this report.

**Risk Management**

- 19) The level of risk associated with this proposal is “Acceptable” and performance will be monitored through SLA client management processes throughout the period of the SLA.

**Contact Details**

**Authors:**

Pauline Stuchfield  
Assistant Director, Customer & Digital Services

**Chief Officer Responsible for the report:**

Ian Floyd  
Director of Customer & Corporate Services

**Report Approved**

**Date** 27/02/2020

**Specialist Implications Officer(s):** Head of Corporate Finance & Commercial Procurement

**Wards Affected:**

All

**For further information please contact the author of the report**

**Background Papers:**

Previous SLAs:

Report to Executive Member Decision Session for Adult Social Care & Health 15th March 2018 which can be found at:

<http://modgov.york.gov.uk/ieListDocuments.aspx?CId=740&MIId=9927&Ver=4>

Report to Executive Member Decision Session for Adult Social Care & Health 14<sup>th</sup> February 2019 which can be found at:

<http://modgov.york.gov.uk/ieListDocuments.aspx?CId=740&MId=10815&Ver=4>

Financial Inclusion grant funding extension:

Report to Executive member Decision Session for Finance & Performance 12<sup>th</sup> August 2019 which can be found at:

<http://modgov.york.gov.uk/ieListDocuments.aspx?CId=875&MId=11415&Ver=4>

## **Annex**

A – CAY Debt Advice Service Outputs

B – CAY Service Level Agreement 2020/24

## **Abbreviations:**

SLA Service Level Agreement

CYC City of York Council

CAY Citizens Advice York

FISG Financial Inclusion Steering Group

FTE Full Time Equivalent

FISG SLA Performance Indicators – CAY DEBT

Benefit	Performance Measurement	Target level (extended from 24 to 32 months)	Number in reporting period	Number to date
Vulnerable clients in high need able to access debt and benefits advice	Appointments per year 125	333	12 appointments	281 appointments
	Beneficiaries per year 50	133	12 beneficiaries	139 beneficiaries
Debt management	Number of debts managed/cleared	600	18	754
	Amount of debts managed/cleared	£266,667	£63,319	£936,487
Improve health and well-being	Clients report improvements in:		Percentage from reports received:	Percentage from reports received:
	- Peace of mind and well-being	70%	100%	50%
	- Health and comfort	70%	100%	25%
	- Confidence with money	70%	100%	75%
	- Ability to manage bills	50%	100%	100%
Increase residents income	- Number claiming benefit	90% of beneficiaries will achieve at least 1 outcome	1 Benefit claims	26 Benefit claims
	- Number energy switching		0 Energy switch	0 Energy switch
	- Number charity applications		0 Charity apps	32 Charity apps
	- Number other outcomes		1 Other	47 Other
			2 Total	105 Total

Protect vulnerable people	Number of referrals from partner agencies supporting vulnerable clients	40	1 CYC 0 IDAS 2 Peasholme 0 YFW Service 0 Changing Lives 1 York Advocacy  4 Total	23 CYC 2 IDAS 7 Peasholme 3 YFW Service 1 Changing Lives 3 York Advocacy  39 Total
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## **SERVICE LEVEL AGREEMENT**

*Between*

The City of York Council (CYC) West Offices York, YO1 6GA	<b><i>And</i></b>	York and District Citizens Advice York (CAY) West Offices York, YO1 6GA
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For the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2024 a fixed payment of £150,100 per annum which includes a commitment to maintain office accommodation leasing costs at 2019/20 levels.

The payment is subject to the organisation continuing to provide the activities summarised below.

### **1. SERVICE / ACTIVITY TO BE PROVIDED**

- A comprehensive General Advice Service providing information, advice and guidance from its principle office in West Offices.
- Specialist casework interviews covering welfare benefits, immigration and family law.
- A contribution towards a dedicated debt advice worker based in West Offices

The areas of advice and information will include: welfare benefits, debt, housing, employment, immigration/nationality, relationships, consumer, taxes, health, community care and any other area of civil law.

The office is open to the public Monday to Friday 9am – 5pm excluding Public Holidays. A drop-in generalist advice service is available three days a week where no appointment is necessary. CAY will be closed on Bank Holidays and over the working days in between Christmas and New Year bank holidays. CAY does however arrange an emergency team of staff and volunteers ready to respond to a crisis. The contact telephone and email details of the emergency team are to be shared with CYC officials.

Alternatively, contact can be made via telephone to the 'Adviceline' (where York calls to the national number or to a local Citizens Advice number are directed to Citizens Advice York Adviceline). In addition from 1 April 2020 clients can access CAY advice through the national webchat service. Again, priority is given to York post code holders. Clients accessing advice by either route will be given a brief initial check to establish their needs and the best way they can be dealt with. Where it is established that a client needs specialist support (i.e. casework) then a referral can be made to an appropriate provider either within (by appointment) or outside of CAY.

Outside of the 'drop-in' hours, advisors see clients by appointment and undertake casework as necessary. All advice is written up in case notes by volunteers and staff.

This SLA does not cover General Advice provided at a number of outreach locations around the City or specialist advice on a number of topics, particularly debt, all of which are funded separately by a number of different organisations including City of York Council for some projects (Listed in Appendix 1). Statistics provided for the purposes of monitoring this SLA will not include services provided at outreach locations.

**Support for citywide and council priorities:** The work of CAY is especially relevant to the on-going work of the council's Financial Inclusion Strategy.

## **2. SERVICE STANDARDS, STATUTORY AND POLICY CONDITIONS**

a. CAY will comply with the following statutory requirements and provide evidence as and when required by CYC:

- Charity Commission
- Companies House

- Financial Conduct Authority
- Health and Safety Legislation
- Equalities Legislation
- All necessary insurances including PI, PL and EL
- Formal and publicised Complaints procedure.

b. CAY will be guided in relation to this agreement by the principles and good practice set out in the York Compact.

c. CAY continues to be a member of Citizens Advice (the national organisation) and hold the AQS quality mark or any other relevant qualifying standard/criteria.

d. CAY complies with GDPR/DPA requirements. All staff and volunteers receive GDPR Training; policies are annually reviewed by Trustees

### 3. **MONITORING & REVIEW CONDITIONS AND ARRANGEMENTS:**

CAY will provide:

- Key statistical information as outlined in appendix 2 within 3 weeks of the quarter end (30<sup>th</sup> June, 30<sup>th</sup> Sept, 31<sup>st</sup> Dec and 31<sup>st</sup> March)
- Details of any changes in paid personnel especially where this may have impacted on service delivery.
- Details of any new funding received or funding applied for
- Any service developments started or planned including new partnerships and efficiencies.
- Number of volunteers and estimated nominal value

City of York Council will:

- a) Provide 2 x 6 monthly payments in advance for each financial year of the agreement. The first payment will be made on receipt of the signed service agreement. The second will be made in October of the relevant financial year following a satisfactory 2nd Quarter monitoring report.

- b) Provide a reasonable level of information, advice and support to the organisation in connection with this agreement. This will also include:
  - engaging with other partners in assisting CAY in creating capacity to achieve mutual objectives
  - advice and support in developing future CAY business plans.
- c) Through the authorised signatory, will meet with representatives of the organisation each quarter to monitor and discuss the agreement. Further meetings may be arranged on request; this may include visits, review meetings, inspection of records and financial accounts relating to the funding with 14 days notice.
- d) Provide CAY with a record of the quarterly meeting within 14 days.
- e) Be guided in relation to this agreement by the principles and good practice set out in the York Compact.

## **5. FUNDING CONDITIONS:**

- a) CAY will:
  - submit its annual report and accounts as soon as these are available;
  - inform the council of any changes to its Constitution, Management Board or contact representative as soon as practicably possible;
  - inform the council of any changes to its charging policy, staffing arrangements or delivery of the service or activity as soon as practicably possible;
  - notify the council in advance of any draft reports, marketing or media releases that mention the council or its services;
  - meet Citizens Advice national requirements for Quality of Advice Audit.
- b) The agreement may be terminated immediately if there is a material failure by CAY to fulfill the terms of this agreement.
- c) The council may require CAY to repay all or part of the funding if:
  - the funding is not used for the service or activity specified and by CAY only;



- CAY is not able to provide the service or activity specified to the agreed standard;
  - CAY is wound up or otherwise ceases to exist.
- d) The terms of the agreement may be varied or the agreement terminated by mutual consent of CAY and the council but with 3 months notice as per the York Compact.

## **6. SIGNATURES:**

- a) This agreement is accepted on behalf of CAY by the authorised officers:

Position	Signature	Print name
Date		

- b) This agreement is accepted on behalf of the council by the authorised officer:

Position	Signature	Print name
Date		

**Appendix 1:****CAY Outreach General Advice and other outreach not covered by this SLA**

Some of these services are currently funded or part funded by City of York Council, but are subject to separate monitoring arrangements.

CAY offers a variety of other services including specialist advice appointments and drop-ins in a variety of locations throughout the City – often in areas of deprivation. These services draw and rely on the centralised skills and personnel offered by CAY including: central training, volunteer management and Service Delivery Manager/Advice Session Supervisor and Quality Assurance (QA) process. The projects include charges for some general management and office costs. These following projects therefore draw on CAY resources and skills:

- Outreach advisor appointments (provided by a paid advisor in GP surgeries). These are held in Priory Medical and York Medical Group surgeries at Rawcliffe, Heworth, Cornlands Road, Acomb, Tower Court surgeries (3 days per week).
- Advice appointments (provided by a paid advisor) in Haxby Oaken Grove (1 day per month), Wigginton (2-days per month); Huntington Community Centre (2 days per month) and a drop-in service with a paid advisor Tang Hall Community Centre (one day weekly) funded by Tang Hall Big Local. Local Wards/Parish Councils fund the appointment sessions.
- Head Injury/Stroke Advisor service, York Hospital (2-days per week). Paid for by donation from SJP Law.
- Information Cafes held at Travellers Trust (every Monday), Bell Farm (every Wednesday); Sanderson Court (every Thursday) and St.Lukes. Clifton Information Cafe (every Friday). Information (including guiding residents on how to use the internet and access information for budgeting, benefits, energy etc) is provided by paid advisors and Information Assistants.

- Advice appointments and drop-in provided at Lidgett Grove, Acomb/Hull Road and Clements Hall paid for by local Wards (3 days per week).
- Energy Best Deal advice at a number of pop-up locations.
- Services funded by the Department of Work & Pensions to deliver Universal Credit support.

DRAFT

## Appendix 2

### Statistical information to be provided to City of York Council by CAY on a quarterly basis:

Total Drop-in hours

New Clients seen and number of issues

Clients not seen at Drop-in i.e. Turned away/could not wait

Enquiry by Channel; i.e. facetoface, telephone, web-chat etc

Adviceline stats: Total calls answered per quarter/Total calls originating from York

Breakdown of problems by enquiry

Breakdown of top 3 issues (top 10 types of issue)

Financial Outcomes

- Income gains
- Debts managed or written off

Profile of Clients

- Gender
- Age
- Disability
- Ethnic Origin
- Breakdown of Clients by Ward



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**Decision Session – Executive Member  
Finance & Performance**

**9 March 2020**

Report of the Assistant Director Customer & Digital Services

**Retail Discount and Pub Relief Scheme 2020/21**

**Summary**

1. The purpose of this paper is to set out the details of York's proposed new retail discount scheme 2020 – 21 including pub relief and approve the category of retail properties that will benefit (the scheme). These discounts will provide a reduction in business rates for qualifying businesses helping to sustain employment and encourage growth of the York economy.

**Recommendations**

2. The Executive Member is asked to consider and approve:
  - a) City of York Council's scheme for applying the retail discount and pub relief in line with central government guidance as set out at Annex A;
  - b) that properties not listed in the Government's guidance (and at Annex A) that may meet the qualifying criteria be considered on a case by case basis and awards made if deemed to meet the qualifying criteria by the Business Rates Team (Paragraph 9);
  - c) that properties not listed in the Government's guidance and at Annex A and are considered not to meet the stated qualifying criteria can be considered on a case by case basis and be declined by the Business Rates Team (Paragraph 10 & 11); and
  - d) that the council automatically awards this discount to all the businesses it identifies as meeting the qualifying criteria (Para 19).

*Reason: To support local business in York protect employment and grow the local economy.*

### **Background**

3. The Government announced in the Budget on 29 October 2018 that it would provide a business rates scheme (Retail Discount) for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of discount would be one third of the bill.
4. In a written ministerial statement on 27<sup>th</sup> January 2020 the Government announced it would increase the value of retail discount from one third of the bill to 50% in 2020/21. It also extended the qualifying criteria to include cinemas and live music venues.
5. Recognising the important role pubs play in urban and rural communities the statement also announced a £1,000 discount for public houses with a rateable value of less than £100,000 for one year from April 2020.
6. The purpose of the relief provided is to support the 'high street' which has been affected by changes in consumer spending preferences such as online shopping.
7. There is no cost to the council in providing either discount which will be fully reimbursed by Central Government through the rates retention system.

### **Retail Discount**

8. Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000 that are wholly or mainly being used as shops, restaurants, cafes, drinking establishments, cinemas and live music venues.
9. The council considers shops, restaurants, cafes, drinking establishments, cinemas and live music venues to mean:
  - i. **Hereditaments that are being used for the sale of goods to visiting members of the public:**

- Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licence, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

**ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

**iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:**

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

**IV. Hereditaments that are being used as cinemas;**

**V. Hereditaments that are being used as live music venues:**

- live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
  - Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
10. To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, café, drinking establishment cinema or live music venue. In a similar way to other discounts this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the discount.
  11. The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide as to the types of uses that Government considers for this purpose to be retail. The council has the discretion to determine whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the discount. This report recommends that the Business Rates Team makes this decision on a case by case basis. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief again with any decision being made by the Business Rates Team.
  12. The list below sets out the types of uses that the Government **does not consider to be retail use** for the purpose of this relief. The council has the discretion to determine whether particular



properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under the local scheme.

**i. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

**ii. Hereditaments that are not reasonably accessible to visiting members of the public**

13. Generally speaking, the government also does not consider other assembly or leisure uses beyond those listed at paragraph 9 to be retail uses for the purpose of the discount. For example, theatres and museums are outside the scope of the scheme, as are nightclubs which are not similar in nature to the hereditaments described at paragraph 9 (iii) above. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount. Where there is doubt, City of York council's business rates team will exercise their discretion with reference to the above and knowledge of their local tax base.

**Pub Relief**

14. This section describes the Pubs Discount 2020/21 scheme. The scheme will be available to eligible occupied properties with a rateable value of less than £100,000. The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements.
15. There is no definitive description of a traditional pub or public house in law which could be readily used to determine eligibility. Government guidance sets out that to qualify a pub should be:

- be open to the general public
- allow free entry other than when occasional entertainment is provided
- allow drinking without requiring food to be consumed
- permit drinks to be purchased at a bar.

For these purposes, it should exclude:

- restaurants
- cafes
- nightclubs
- hotels
- snack bars
- guesthouses
- boarding houses
- sporting venues
- music venues
- festival sites
- theatres
- museums
- exhibition halls
- cinemas
- concert halls
- casinos

16. The proposed exclusions in the list at paragraph 15 is not intended to be exhaustive and it will be for the local authority to determine those cases where eligibility is unclear. Where eligibility is unclear the authority may consider broader factors in their considerations.

### **Level of award**

17. Retail Discount - The total amount of Government-funded relief available for each property for 2020/21 under the retail discount scheme is 50% of the bill, after mandatory reliefs (including discretionary reliefs funded by section 31 grants e.g. Small business rate relief). With the exception of the 2020/21 pubs discount (which is applied after the award of retail relief) and excluding those where the council has used its discretionary relief powers introduced by the Localism Act. There is no relief available under the retail discount scheme for properties with a rateable value of £51,000 or more

18. Pub Relief - City of York Council will apply Pub relief of £1,000 for eligible properties with an rateable value of under £100,000 alongside the retail discount under section 47 in line with the guidance published by the Ministry of Housing, Communities & Local Government in January 2020.
19. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

### **State Aid**

20. The retail discount and pub relief will be considered as state funding and as such is subject to European state aid rules. The De Minimis Regulations allow an undertaking to receive up to €200,000 of state aid in a three year period. It will be necessary for any business wishing to claim this relief to make an application to the council and complete a state aid declaration form.

### **Options**

21. There are no options associated with this paper.

### **Analysis**

22. There are approximately 1,500 hereditaments that could qualify for retail discount and in the region of 150 public houses that may qualify for the pub relief. The numbers applying and qualifying may not be as high as this as some remain unoccupied, some belong to national chains that for state aid reasons will not apply and some will not meet the qualifying criteria e.g. banks & building societies.
23. In the case of unoccupied properties this relief may act as an incentive to new business. As the relief is been fully funded by Central Government and could bring in significant additional income to the York economy as well as incentivising new business, it is recommended that the policy is approved.
24. Depending on the numbers applying this will potentially create additional administrative pressure on the Business Rates Team. It is hoped that this can be minimised through the implementation and application of efficient processes to manage applications. To

put this pressure into context there are now 14 different Mandatory, Discretionary and Temporary rate reliefs to be administered by the council.

25. As businesses applying for retail discount or pub relief will want to have a prompt response to their application the power to make individual awards should be delegated to the Head of Customer & Exchequer Services.
26. As with the previous schemes businesses often fail to apply so the council will automatically award the discount to all the properties that can be identified as meeting the criteria. It will be the responsibility of the business to complete and return state aid forms or risk the award being rescinded.

### **Council Plan 2019 - 23**

27. The award of the new retail discount will positively impact on the Council Plan 2019 – 23 specifically:
  - Well-paid jobs and an inclusive economy

### **Implications**

28.
  - (a) **Financial** – As the Government will fully reimburse any awards made by the council there are no financial implications.
  - (b) **Human Resources (HR)** - There are no implications
  - (c) **Equalities** – There are no direct implications
  - (d) **Legal** – The award of retail rate relief has state aid implications.
  - (e) **Crime and Disorder** - There are no implications
  - (f) **Information Technology (IT)** - There are no implications
  - (g) **Property** - There are no implications

## Risk Management

29. There are no high risks associated with retail discount or pub relief. The only risks are in relation to managing the state aid implications and additional work pressures.

### Contact details:

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Subsidy Manager  
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**Report  
Approved**



**Date** 26/02/20

**Specialist Implications Officer(s)** None

**Wards Affected:** All

**For further information please contact the authors of the report**

### Background Papers

Retail Relief Guidance – Ministry of Housing Communities and Local Government.

Pubs Discount 2020/21 – Ministry of Housing Communities and Local Government.

### Annexes

Annex A – City of York Council's Retail Discount and pub relief Scheme 2020-21

### Glossary

Hereditament– A premise where business can be undertaken. The technical term used in business rate law.

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**Retail Discount and Pub Relief Scheme**

**2020/21**

## **City of York Council**

# **Retail Discount and Pub Relief Scheme 2020/21**

### **Overview**

This document provides the council guidance in relation to City of York Retail Discount and Pub Relief Schemes. These discounts will provide a reduction in business rates for qualifying businesses helping to sustain employment and encourage growth of the York economy.

## Background

1. The Government announced in the Budget on 29 October 2018 that it would provide a business rates scheme (Retail Discount) for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of discount should be one third of the bill, and must be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied. Where we apply a locally funded relief, for instance a hardship fund, under section 47 this must be applied after the Retail Discount.
2. In a written ministerial statement on 27<sup>th</sup> January 2020 the government announced it would increase the value of Retail Discount from one third of the bill to 50% in 2020/21. It also extended the qualifying criteria to include cinemas and live music venues.
3. Recognising the important role pubs play in urban and rural communities the statement also announced a £1,000 discount for public houses with a rateable value of less than £100,000 for one year from April 2020.
4. The purpose of the discounts is to support the 'high street' which has been affected by changes in consumer spending preferences such as online shopping.
5. There is no cost to the council in providing either discount which will be fully reimbursed by Central Government through the rates retention system.

## Retail Discount

6. Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000 that are wholly or mainly being used as shops, restaurants, cafes, drinking establishments, cinemas and live music venues.
7. We consider shops, restaurants, cafes, drinking establishments, cinemas and live music venues to mean:

**i. Hereditaments that are being used for the sale of goods to visiting members of the public:**



- Shops (such as: florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licence, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

**ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

**iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:**

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

#### **IV. Hereditaments that are being used as Cinemas**

#### **V. Hereditaments that are being used as live music venues:**

- live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).

8. To qualify for the relief the hereditament should be wholly or mainly being used as a shop, restaurant, café, drinking establishment cinema or live music venue. In a similar way to other discounts this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the discount.
9. The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide as to the types of uses that Government considers for this purpose to be retail. The council has the discretion to determine whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the discount. This report recommends that the business rates team makes this decision on a case by case basis. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief again with any decision being made by the business rates team.

10. The list below sets out the types of uses that the Government **does not consider to be retail use** for the purpose of this relief. The council has the discretion to determine whether particular properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under the local scheme.

**i. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

**ii. Hereditaments that are not reasonably accessible to visiting members of the public**

11. Generally speaking, the government also does not consider other assembly or leisure uses beyond those listed at paragraph 9 to be retail uses for the purpose of the discount. For example, theatres and museums are outside the scope of the scheme, as are nightclubs which are not similar in nature to the hereditaments described at paragraph 9 (iii) above. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount. Where there is doubt, City of York council's business rates team will exercise their discretion with reference to the above and knowledge of their local tax base.

**Pub Relief**

12. This section describes the Pubs Discount 2020/21 scheme. The scheme will be available to eligible occupied properties with a rateable value of less than £100,000. The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements.

13. There is no definitive description of a traditional pub or public house in law which could be readily used to determine eligibility. Government guidance sets out that to qualify a pub should be:

- be open to the general public
- allow free entry other than when occasional entertainment is provided
- allow drinking without requiring food to be consumed
- permit drinks to be purchased at a bar.

For these purposes, it should exclude:

- restaurants
- cafes
- nightclubs
- hotels
- snack bars
- guesthouses
- boarding houses
- sporting venues
- music venues
- festival sites
- theatres
- museums
- exhibition halls
- cinemas
- concert halls
- casinos

14. The proposed exclusions in the list at paragraph 13 is not intended to be exhaustive and it will be for the local authority to determine those cases where eligibility is unclear. Where eligibility is unclear the authority may consider broader factors in their considerations.

### **Level of award**

15. Retail Discount - The total amount of government-funded relief available for each property for 2020/21 under the retail discount scheme is 50% of the bill, after mandatory reliefs (including discretionary reliefs funded by section 31 grants e.g. Small business rate relief). With the exception of the 2020/21 pubs

discount (Which is applied after the award of retail relief) and excluding those where we have used our discretionary relief powers introduced by the Localism Act. There is no relief available under the retail discount scheme for properties with a rateable value of £51,000 or more

16. Pub Relief – City of York Council will apply Pub relief of £1,000 for eligible properties with an rateable value of under £100,000 alongside the retail discount under section 47 in line with the guidance published by MHCLG in January 2020.
17. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

### **State Aid**

18. The retail discount and pub relief will be considered as state funding and as such is subject to European state aid rules. The De Minimis Regulations allow an undertaking to receive up to €200,000 of state aid in a three year period. It will be necessary for any business wishing to claim this relief to make an application to the council and complete a state aid declaration form.

### **Decisions and Managing the process**

19. City of York Council's scheme for applying retail discount and Pub Relief in line with central government guidance. The Council will make decisions on properties not specified in the guidance as below:-
  - properties not listed in City of York Councils scheme that **may** meet the qualifying criteria be considered on a case by case basis and awards made if deemed to meet the qualifying criteria.
  - properties not listed in City of York Councils policy that are considered **not** to meet the Governments qualifying criteria can be considered on a case by case basis.
  - the council will automatically award the appropriate discount/relief to all the businesses identified as meeting the qualifying criteria. It will be the responsibility of the business to complete and return state aid forms or risk the award been rescinded.

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