



## Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

### 1. Cabinet date and copy resolution this key decision relates to

At its meeting of 15<sup>th</sup> January 2025 (DN.63) Cabinet resolved:

1. That the proposal for the Council to act as Accountable Body for the Historic England grants in connection with the PSiCA programme and authorises receipt of funds be approved.
2. That the Director of Economy, Environment, and Infrastructure, in consultation with the Leader of the Council be delegated authority to implement the PSiCA programme as set out, to finalise the project appraisal, approval and claims processes for the award of grants to third party property leaseholders, and to carry out all actions reasonably arising.
4. That the Assistant Director Law and Governance (Monitoring Officer) be authorised to execute all documents arising.

### 2. Subject and details of the matter (to include reasons for the decision)

The Kasbah Partnership Scheme in Conservation Areas (PSiCA) provides grants to leaseholders with properties within the Kasbah Conservation Area for external building repairs, and reinstatement of lost architectural features, as part of a wider regeneration programme for the area. The scheme has an approved budget of £600K, with the maximum grant per property capped at £150K.

Following approval by Cabinet for the Council to act as Accountable Body for the PSiCA scheme, approval is now sought to finalise the project appraisal, approval and claims process to enable the award of grant funding to leaseholders; and to delegate authority to approve grants to such recipients, in accordance with grant conditions, and to ensure that all actions necessary and ancillary thereto be completed.

Where an application is for a project that covers more than two properties and the grant award would therefore be above £350K, this be approved through an additional Key Decision Officer Decision Record.

The Grimsby Heritage Project Manager has worked closely with Legal Officers and Historic England to develop a comprehensive project appraisal, approval and claims process for the award of grants to third party property leaseholders. This is set out in Appendix 1, along with details of the Heritage Grants Panel.

### 3. Decision being taken

That the Director of Economy, Environment and Infrastructure, in consultation with the Leader of the Council as Portfolio Holder for Economy, Regeneration, Devolution and Skills, approves the project appraisal and award process as set out in Appendix 1 to this ODR, including the delegation of decision making for the award of grants under the Kasbah PSiCA scheme to the Assistant Director for Regeneration, and in turn for the Assistant Director of Regeneration to delegate to the Strategic Lead for Culture for grants which are under £100K.

### 4. Is it an Urgent Decision? If yes, specify the reasons for urgency. **Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No

### 5. Anticipated outcome(s)/benefits

To approve the project appraisal, approval and claims process for the award of grants to third party property leaseholders in the Kasbah Conservation Area, which will enable grant applications to be approved and grant funding released.

**6. Details of any alternative options considered and rejected by the officer when making the decision** (this should be similar to original cabinet decision)

Rather than approving the process and delegations as set out in this ODR, each individual grant award could instead be approved by an operational ODR. This option has been rejected as it will require additional officer and member capacity, and will cause unnecessary delay to the award of grants, risking the defrayment of funds by the Historic England deadlines set out in their grant agreement with the Council, and risking the delivery of the scheme overall if applicants have to delay project start dates.

**7. Background documents considered** (web links to be included and copies of documents provided for publishing)

Cabinet Decision Notice, 15<sup>th</sup> January 2025: [DN.63](#)

Cabinet Report, 15<sup>th</sup> January 2025: [CB 10/24/02](#)

**8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

None

**10. Monitoring Officer Comments (Monitoring Officer or nominee)**

The decision is consistent with the will and expectation of Cabinet. Furthermore, the delegations sought are appropriate for an exercise of this nature. A clear and robust process for awarding the grants has been drawn up to ensure accountability, assurance and transparency and agreements will include reasonable and proportionate terms and conditions to protect the Council's interests.

**11. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The Council's approved Capital Investment Programme includes a total budget provision of £600k for the delivery of this capital scheme, with £300k funded by a grant from Historic England and £300k Council contribution.

**12. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications arising from the contents of this report.

**13. Risk Assessment (in accordance with the Report Writing Guide)**

Failure to approve the project appraisal, approval and claims process will impact on the Council's ability to award grants to prospective applicants and to achieve full grant allocation and defrayment of funds within the prescribed timeframes (by March 2027). Failure to progress the scheme will have a negative impact on the overall regeneration of the Kasbah area.

**14. Has the Cabinet Tracker been updated with details of this decision?**

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**15. Decision Maker(s):**

Name: Carolina Borgstrom

Title: Director of Economy,  
Environment, and Infrastructure

Signed: Redacted

Dated: 07/04/2025

**16. Consultation carried out with Portfolio Holder(s):**

Name: Councillor Philip Jackson

Title: Leader and Portfolio Holder for Economy, Regeneration, Devolution and Skills

Signed: Redacted

Dated: 7<sup>th</sup> April 2025**17. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor**

Name:

Title:

Signed:

Dated:

Key Decisions are defined in the Constitution as:

A decision (whether taken collectively or individually by members) which is likely:

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.

A decision will be considered financially significant if:

- (i) in the case of revenue expenditure, it results in the incurring of expenditure or making savings of £350,000 or greater;
- (ii) in the case of capital expenditure, the capital expenditure/savings are in excess of £350,000 or 20% of the total project cost, whichever is the greater

In determining whether a decision is significant in terms of its effect on an area comprising two or more wards, consideration shall be given to:

- (i) the number of residents/service users that will be affected in the wards concerned;
- (ii) the likely views of those affected (i.e. is the decision likely to result in substantial public interest)
- (iii) whether the decision may incur a significant social, economic or environmental risk.