

Notice to the Chair of the Community and Wellbeing Scrutiny Committee



Urgent Key Decision form

DECISION DETAILS
Decision Maker: Corporate Director Resident Services
Decision Title: Household Support Fund – Funding Allocation and Eligibility Criteria
Description of Decision: To confirm the Household Support Fund allocation of funding and eligibility criteria for use
When will the Decision be made? 25 October 2022
Will the accompanying report be: Open <input checked="" type="checkbox"/> Part Exempt <input type="checkbox"/> Fully Exempt <input type="checkbox"/>
Reasons for exemption (if applicable) The report will contain the following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph:
TYPE OF URGENCY
Please tick all that apply:
<input 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 checked="" 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</u> must be <u>dis-applied</u> to allow the decision to take immediate effect.
REASONS FOR URGENCY
If you have selected options A, B or C please explain:
<ul style="list-style-type: none">▪ Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated) The HSF plans have to be sent to the DWP by 28 October 2022. The funds are for a period October 2022 to March 2023. The confirmed guidance and funding allocation was received on 30 September 2022. We did not anticipate it to arrive so late for implementation.

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

It is not practical to defer the decision as part of the support for residents includes £15 per child for October 2022 half term.

The DWP are sending the data for Housing Benefits residents on 28 October and payments of £650 need to be made to them immediately to help with cost of living.

The HSF plans have to be sent to the DWP by 28 October 2022. This cannot be done till the decision has been made.

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.

It is the best interest of the public for the decision to take immediate effect. Immediate support is needed for residents with the cost of living, fuel and food for households with children, disability and Housing Benefits. The funding will support food banks from now through the winter months.

If the decision is delayed there is a reputational risk for the Council for not dispersing the HSF funds in a timely and appropriate manner.

SIGN-OFF

Corporate Director Resident Services

Printed Name: Peter Gadsdon

Signature: *P. Gadsdon*

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 Ketan Sheth, Chair of the Community and Wellbeing Scrutiny Committee

The Chair is asked to:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | <p>Note that an urgent decision will be taken as detailed in the form above.</p> <p>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.</p> |
| <input checked="" type="checkbox"/> | <p>Permit the extremely urgent decision to be taken as detailed in the form above.</p> <p>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.</p> |
| <input type="checkbox"/> | <p>Permit discussion of exempt information in private relying on Schedule 12A of the Local Government Act 1972</p> <p>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.</p> |
| <input checked="" type="checkbox"/> | <p>Permit the dis-application of the 5 day call-in period, allowing the decision detailed in the form above to take immediate effect.</p> <p>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.</p> |

SIGN-OFF

Notice sent to Councillor Ketan Sheth, Chair of the Community and Wellbeing Scrutiny Committee on 24/10/22

Chair's approval: Required Not Required

Date approval granted (if applicable): 24/10/22