

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

Council Tax Rebate 2022/23 – Discretionary Scheme

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

RBT-FIN-PH-ODR473

3. Decision Taken:

Try to briefly summarise what you have actually decided to do. For instance, to purchase a specific piece of equipment for a specific cost, to be paid for from which budget heading etc. Don't include any exempt information in your summary that you would not want to be published.

In accordance with Government requirements, a Discretionary Scheme to pay households not in Bands A-D has been designed. The design of the scheme takes into consideration the value of funding provided by the Government and where we should target payments to those most in need in Band E to H properties only.

Households in Band E properties and a household in a property Band E to H who is in receipt of a Council Tax Reduction (CTR) will be eligible for the £150 rebate.

Any household in a Band F, G or H property and in receipt of benefits is eligible to apply for a £150 rebate.

Any household in a Band F, G or H property whose (joint) annual income is less than £31,400 and/or their savings and investments is less than £16,000 is eligible to apply for a £150 rebate.

Where a resident was in a Band E to H property within the District as at 1st April and has since moved to a Band A to D property within the District and has not received the Council Tax rebate, the £150 rebate will also be paid.

4. Reasons for the Decision:

Again, briefly explain why you thought this was the right decision

To utilise the funding provided by the Government specifically for this purpose and to target those most in need of financial support who have not already received support through the main Council Tax Rebate payments (Band A to D).

5. Alternative Options Considered / Rejected:

Briefly summarise what other options, if any, you considered and explain why you rejected them.

None – the Government provided the funding with an expectation that it would support those most in need.

Consideration was given to potentially paying the £150 rebate to all Band E to Band H properties but this was discounted as the Government funding provided was insufficient to do this.

6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

- a) Legal: Putting in place a defined scheme ensures transparency and consistency. [RLD 05/08/2022]
- b) Financial: Costs to be fully funded from the Discretionary Council Tax Rebate funding provided by the Government (£256,050). [PH 05/08/2022].
- c) HR: No implications.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Pete Hudson – Corporate Finance Manager & Section 151 Officer

Date: 05 Aug 2022

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

Cllr D. Martin – Executive Lead Member for Finance, Revenues and Benefits

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date: 12 July 2022

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) r.dennis@ashfield.gov.uk or any member of the Democratic Services Team.