

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	David Fryer	Telephone number: 0113 3788395	
Subject²:	Council Tax Support Fund for Leeds		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Director of Communities, Housing and Environment has agreed to:-</p> <ul style="list-style-type: none"> • Accept £1,662,116 from the Department for Levelling Up, Housing & Communities (DLUHC) Council Tax Support Fund (CTSF) to support economically vulnerable households in their area with council tax payments from 1st April 2023 to 31st March 2024. • Accept the proposed method of distributing the CTSF outlined in the accompanying report. • Make this decision exempt from call in as per the details provided in paragraph 16 of the full report. 		
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <ul style="list-style-type: none"> • Accepting the Council Tax Support Fund will allow the Council to provide additional financial support to economically vulnerable households in Leeds. • The proposed method of distributing the CTSF meets the guidelines set out 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list


³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>by Government and ensures that economically vulnerable households receive support in a timely manner. Additionally, the proposal will ensure the full allocation of financial support is distributed to residents who are most in need.</p> <ul style="list-style-type: none"> • Approval is also sought to waive the usual call in period for this Key Decision, as any delay implementing the decision will mean the Council would not be able to notify residents of their entitlement to this additional financial support in their March bills as set out in the Government guidance. The delay would also likely result in additional costs for the Council as 36,388 households would potentially require a duplicate Council Tax bill. • The Council received notification of this funding from Government on 23rd December. Relevant departments have since been working together to develop the most appropriate delivery plan for Leeds. Due to the short timescale the decision could not have been taken earlier so as to have been eligible for calling-in. <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>No alternative options were considered.</p>
Affected wards:	All
Details of consultation undertaken⁴:	<p>Executive Member - Cllr Mary Harland</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p> <p>Kevin Mulvaney – Head of Finance</p>
Implementation	<p>Most awards are expected to be credited to Council Tax accounts in advance of April 2023. The residual funding will be distributed throughout 2023/24.</p> <p>The Head of Service for Welfare and Benefits will be responsible for ensuring the support is delivered to LCTS recipients in accordance with the Government</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	guidance.	
List of Forthcoming Key Decisions⁷	Date Added to List:- 24/1/23	
	<p>If Special Urgency or General Exception</p> <p>Approval is also sought under general exception to waive the usual period of 28 days on the list of key decisions as any delay implementing the decision will mean the Council would not be able to notify residents of their entitlement to this additional financial support in their March bills as set out in the Government guidance. The delay would also likely result in additional costs for the Council as 36,388 households would potentially require a duplicate Council Tax bill.</p>	
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval	
	Signature _____	Date _____
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p> <p>The decision can be exempt from call-in on the grounds of urgency. If the decision were to be delayed by the operation of the calling-in mechanism the Council would not be able to notify residents of their entitlement to this additional financial support as set out in the Government guidance. The delay would also likely result in additional costs for the Council as 36,388 households would potentially require a duplicate Council Tax bill.</p>	
Approval of Decision	Authorised decision maker ¹⁰ James Rogers, The Director of Communities, Housing and Environment	
	Signature 	Date 24/1/23

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.