

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

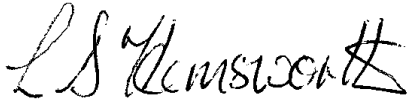
Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input checked="" type="checkbox"/> Over £250,000 <input type="checkbox"/> Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions:	
Director²	Director of Communities, Housing and Environment	
Contact person:	Sarah Duffy	Telephone number: 0113 3783332
Subject³:	Household Support Fund 6 (HSF6)- October 2024 -March 2025 Funding allocations	
What decision will be / has been taken?	<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 attached report sets out how Leeds City Council will allocate £7,098,648.16 funding from the Department for Work and Pensions (DWP) Household Support Fund between 1st October 2024 and 31st March 2025.</p> <p>A Key Decision (D55289) was taken in May 2022 to accept the DWP's Household Support Fund at that time, along with any further extensions of funding for the Household Support Fund.</p> <p>The report outlines the proposal for distributing the HSF across the city to support vulnerable households. These proposals aim to ensure residents most in need receive support directly. The proposals are based on the experience of running five previous rounds of the fund.</p> <p>The Director for Communities, Housing and the Environment is recommended to;</p> <ol style="list-style-type: none"> 1. Accept the proposed levels of expenditure as outlined in the attached report to ensure that the funding meets the grant criteria to support vulnerable households. 	

¹ Complete for ALL publishable decisions (key and administrative)

² Director with delegated responsibility set out in Constitution for function to which decision relates.

³ 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

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	<p>2. Agree the amounts per expenditure type may be varied to ensure that the funding is appropriately utilised and spent within the allowable grant criteria provided by Government.</p> <p>The HSF funding of £7,098,648.16 will provide support with the costs of food, fuel and essential items to vulnerable families and individuals in Leeds between 1st October 2024 and 31st March 2025.</p> <p>Approximately 45% of the funding will support households in receipt of Council Tax Support. This will ensure that households on the lowest incomes in the city receive support directly, without the requirement for an application process. The proposed allocation provides that pensioner households in receipt of Council Tax Support but not Pension Credit, thereby on a low income but ineligible for a Winter Fuel Payment, receive a higher level of support. This proposal acknowledges that the delivery period coincides with the winter months which is a time of significant financial pressure, in part as a result of higher utility bills. These pensioner households will have received Winter Fuel Payments in previous years and may have budgeted for their bills on the basis of receipt of a similar payment this winter.</p> <p>Funding support through the existing Local Welfare Support Scheme and applications for Discretionary Housing Payments will enable more households in financial hardship to receive support. The funding will also enable Children’s & Families and Public Health to provide support to their priority groups.</p> <p>Housing support via Housing Leeds and Leeds Housing Options will ensure that tenants in exceptional circumstances and those threatened or experiencing homelessness can receive support in line with DWP’s criteria.</p> <p>Third sector support will enable locally based and targeted assistance to be delivered, including to people who do not wish to engage with the Council.</p> <p>Leeds City Council’s procurement and legal teams reviewed and agreed the approach for funding of the third sector organisations in 2023 for HSF4. This approach remained the same for HSF5 and will continue for HSF6.</p>	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	Authorised decision maker ⁴ Chief Officer Community Hubs, Welfare and Business Support	
	Signature 	Date 17.10.2024

⁴ Give the post title and name of the officer with appropriate delegated authority set out in Director’s sub-delegation scheme.

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Information for monitoring purposes

Approximate value⁵	Proposed Expenditure £7,098,648.16	Anticipated Saving £0	Anticipated Income £7,098,648.16
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⁵ Over lifetime of decision (or one year if decision open-ended)

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PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of Forthcoming Key Decisions⁶	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature Date		
Publication of report⁷	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:		
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: Signature Date		
Call In⁸	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in⁹ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):		
Following Call In¹⁰	If decision confirmed by Director following call-in , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:		
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred:		
	Relevant Executive Member: Signature Date		

⁶ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁷ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

⁸ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

⁹ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹⁰ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.

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