

EXECUTIVE DECISION RECORD

REF No 413.22

A1 Service Area	Revenues, Benefits & Customer Contacts
A2 Title	Household Support Fund Grant
A3 Decision Taken By	Deputy Leader / Chief Officer
A4 Chief Officer	Please print name: Sal Khan Please sign name: Approval by email 170322
A5 Leader	Please print name: Cllr R Faulkner Please sign name: Approval by email 170322
A6 Date of Decision	

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to? *(Please tick as appropriate)* ✓

Scrutiny (Audit & Value for Money Council Services) Committee

Scrutiny (Community Regeneration, Environment and Health and Well Being)

Committee ✓

B1 What is the Decision?	To approve the recommendations shown in paragraph B2 following receipt of £207,800 from Staffordshire County Council to the authority as part of the allocation sent to East Staffordshire Borough Council for the Housing Support Fund
---------------------------------	---

B2 What are the reasons for the Decision?

The Housing Support Fund was announced by the Government on the 30th September 2021 and was made available to County Councils and Unitary Authorities to support those in need for the winter 2021/22. At least 50% of the total funding has to be spent on families with children.

In January 2022 Joseph Sullivan Senior Partnerships and Commissioning Manager of Staffs County Council informed East Staffordshire Borough Council that £207,800 had been allocated to them to support families with the prevention or mitigation of Council Tax Debt for the year 2021/22.

This funding was paid to the authority week commencing the 7th February 2022

East Staffordshire Borough Council should ensure that all expenditure against the grant is in connection to supporting families (with or without children) with the prevention or mitigation of Council Tax debt. All expenditure against the grant has to be completed by 31st March with any underspend being returned to Staffordshire County Council immediately after this date

East Staffordshire Borough Council will also be able to claim any reasonable administration costs in respect of administration of the scheme but these have to be agreed by Joseph Sullivan Senior Partnership and Commissioning Manager prior to commencement.

East Staffordshire Borough Council is required to supply Management Information on the reporting template that has been provided. This information consists of the amount of awards made to families with children and those without along with the total amount paid for each grouping. Information has to be returned to Joseph Sullivan by the 8th April 2022.

Recommendations

On the 1st February 2022 East Staffordshire Borough Council Tax Reduction scheme had 1545 customers who were liable to pay at least 25% of their Council Tax liability. Of these customers a total of 427 have Council Tax balances outstanding for 2021/22. In 20/21 116 customers have Council Tax balances

	<p>outstanding. The proposal is to reduce the balances to zero for these customers. The total cost of the proposed changes is around £158,000. For the year 2020/21 the balance outstanding is £37,000 and for 2021/22 the outstanding amount is £121,000</p> <p>The remaining funding will be spent on customers not in receipt of Council Tax Support who occupy properties in Bands A-D, and have balances outstanding at a recovery stage of attachment to benefit which will be fully settled. This is around £6500 and totals 19 accounts</p> <p>A lump sum payment of around £100 will also be issued to customers who have a debt from 2021/22 that is at liability order stage and which is currently not subject to other recovery actions. This applies to 424 customers and will total around £42000.</p> <p>Any remaining funding outstanding will be used on outstanding Council Tax Reduction Discretionary applications or will be allocated at the discretion of the Shared Service Centre Manager and the Revenues Team Leader.</p>
B3 What are the contributions to Corporate Priorities?	As this scheme is discretionary and the Council has a fixed amount of funding to support residents who have fallen into council tax arrears for 2020/2021 and 2021/2022 the scheme contributes to the priority 'Environment and Health and Wellbeing'
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	No cost to the authority. All administration costs are being met by Staffordshire County Council. Any funding not attributed to Council Tax accounts by the 1 st April 2022 has to be returned to Staffordshire County Council.
--	--

Revenue	2021/22	2022/23	2023/24
	£207,800	£Nil	Nil

Capital		2022/23	2023/24

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: Lisa Turner</p> <p>Please sign name: Approval by email 170322</p>
--	---

Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	NA
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	NA

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): Vulnerable customers and those with limited income are gaining additional financial assistance from the Council to help them meet their Council Tax liabilities for 2020/21 and 2021/22.
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required
B8.4 [The equality impact assessment identified the following actions to be carried out:]

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits):
B9.2 Negative (Threats): None
B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: Glen McCusker Please sign name: Approval by email 080322

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
B11.2 Positive (Opportunities/Benefits):
B11.3 Negative (Threats):

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 [The significant hazards and risks have been identified in the Safety Media Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above.]
B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below]
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. A decision which significantly affects communities living or working in an area comprising two or more wards.

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk