

**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	25 February 2022
<b>SUBJECT</b>	Continuation of the Local Hardship Fund 2022-23 for working age claimants of the Local Council Tax Support Scheme (LCTS) in the District.
<b>DECISION TAKEN</b>	I have exercised my delegated authority at Part 4, Section 2, Paragraph 2.11 of the Constitution to authorise an extension of the additional discretionary discount of up to £150 per household for working age claimants of the Council Tax Hardship Support Scheme. The cost of the scheme is funded from the Council's Covid 19 contingency budget 2021/22 and West Sussex County Council. The cost to Arun for 2022/23 is estimated to be approximately £100k. The s151 Officer has been consulted and has confirmed the availability of the funding from the Council's Covid 19 Contingency budget.
<b>REASON FOR THE DECISION</b>	<p>The Hardship Scheme for 2022/23 will be used to reduce the council tax liability under section 13A of the Local Government Finance Act 1992. The hardship fund allows targeted support to residents of the District in greatest need.</p> <p>The next Housing and Wellbeing Committee meeting is on 17 March 2022, which is considered too late for the reasons listed below:</p> <ul style="list-style-type: none"> <li>• This decision must be taken before the bills are processed (26 and 27 February 2022).</li> <li>• We should act as quickly as possible to apply this targeted relief to the residents of the District in most need</li> <li>• Waiting for the committee to meet would result in unadjusted bills being sent out which will result in anxiety for the people concerned.</li> <li>• Sending out an amended bill in quick succession would result in confusion, leading to queries or payments being made and having to be refunded.</li> <li>• The cost of rebilling is approximately £6k for postage and paper in addition to staff time. This cost (100% Arun) can be avoided by exercising the delegated authority.</li> </ul>

***This record to be maintained for six years or such period as statute requires with the relevant subject file***

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	<ul style="list-style-type: none"> <li>This action is therefore more efficient for the Council and provides value for money. In addition to providing targeted help to those in most need, prompt action will reduce costs and aid efficiency by not increasing the workload of staff that are already severely stretched administering a number of grant schemes on behalf of the government.</li> </ul>
<p><b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b></p>	<p>Not to continue the Scheme - this would not be reasonable as the hardship grounds for making the scheme continue to apply</p> <p>To wait for the Housing and Wellbeing Committee meeting on 17 March 2022 to consider the issue - however this would result in a delay, which would mean that the above listed reasons for expediting this decision would not be overcome.</p>
<p><b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b></p> <p><i>Only needed if the decision is under an express authorisation</i></p>	
<p><b>NAME OF THE DECISION TAKER</b></p>	<p>James Hassett CEO</p>
<p><b>SIGNATURE</b></p>	

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