

WRITTEN RECORD OF A DECISION BY THE LEADER TO BE COMPLETED BY  
THE LEADER AND PROPER OFFICER

**SECTION A**

**Date of Decision:** 26<sup>th</sup> October 2021  
**Portfolio Area:** Finance and Revenues  
**Subject Title :** *Delegation of Authority to the Head of Finance & Revenues (in consultation with the Leader and the Finance Portfolio Holder) to establish terms for delivery of the Self-isolation Voucher Scheme and thereafter to administer that scheme.*

**Name(s) of Officers present when the decision was taken**

Karen Dunn

**SECTION B – IDENTITY OF THE “DECISION-MAKER”**

**An individual Cabinet member:** Councillor North, the Leader of Council

Under Delegated Powers as set out in Part 3 of the Constitution, Delegations to the Leader, Deputy Leader and Portfolio Holders.

**SECTION C – THE DECISION**

*“That authority is delegated to the Head of Finance and Revenues (in consultation with the Leader and the Finance Portfolio Holder) to establish terms for delivery of the Self-isolation Voucher Scheme and thereafter to administer that scheme”.*

**SECTION D – REASONS FOR THE DECISION**

The decision-maker’s reasons for making the decision recorded in Section C:

Background

Government has introduced a Self-Isolation Voucher Scheme in order to provide assistance to those who may suffer hardship as a result of needing to self-isolate (either themselves, or as a result of caring for someone who is required to self-isolate). Funds have been allocated to County Councils with instruction to liaise with Districts for implementation. The sum of £19,867.80 has been awarded to Test Valley Borough Council for this purpose for the period to 31<sup>st</sup> March 2022.

As the name suggests, support is provided by way of vouchers. Eligibility will be determined based on applications submitted via the Test and Trace Support Payment Scheme.

A scheme has been drafted in consultation with Hampshire County Council encompassing the criteria specified by the County Council.

The Scheme's official start date is 25<sup>th</sup> October 2021. The decision is therefore taken to delegate authority to the Head of Finance and Revenues in consultation with the Leader and Finance Portfolio Holder to agree the terms of the scheme and thereafter for the Head of Finance and Revenues to administer the scheme.

### SECTION E – DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The following alternative options were not contained in the report but were considered by the decision-maker and rejected:

1. to approve some other form of delegated authority to implement and administer the scheme.
2. to refer the decision to Cabinet for decision.

These options were considered and dismissed as the Scheme must be implemented as a matter of urgency. Funds have been received and a Scheme drafted by officers in conjunction with Hampshire County Council. There is no convenient meeting of the Cabinet to which to bring this matter – the next meeting is on 27<sup>th</sup> October 2021 but there would be insufficient time to give the required notice of a full Cabinet decision and there is not a further Cabinet meeting until the 8<sup>th</sup> of December 2021. This decision needs to be made forthwith so the Scheme can be implemented and applications processed.

### SECTION F – OTHER RELEVANT MATTERS CONCERNING THE DECISION

The following relevant matters not contained in the report were considered when taking the decision:

None

### SECTION G – CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GIVEN


Tick ONE only, and complete the details if necessary

|   |  |
|---|--|
| X | <p>*The decision-maker(s) / *Any member of the Cabinet consulted in taking the decision did not declare a personal or prejudicial interest in the matters set out in the report.</p>   |
|   | <p><del>*The decision-maker / *A member of the Cabinet taking the decision / *A member of the Executive consulted in taking the decision declared a personal or prejudicial interest in the Matters set out in the report and as detailed below:</del></p> <p>Nature of Interest:</p> <p>a) Personal _____</p> <p>b) Prejudicial _____</p> <p>Details:</p> |

\* Delete as applicable

NB: If an interest is a Disclosable Pecuniary Interest and no exceptions apply, the person who has declared such an interest must be recorded as leaving the room and taking no part in the decision.

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record or minute of that decision.

|                  |   |                      |
|------------------|---|----------------------|
| Cabinet Member:  |  | 26.10.2021<br>Dated: |
| Officer present: | Karen Dunn<br>Karen Dunn  | 06.10.21.<br>Dated:  |

**NOTE:**

Should any member wish to call in the above decision, please write (or e-mail) to the Democratic Services Manager by noon on the sixth working day of the decision being made.

