

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF OFFICER DECISION**

<b>Decision Taken By:</b> Chief Executive and Director of Finance & Transformation	<b>Decision No:</b> <b>CE-DFT 22-011</b>
<b>Delegated Authority (under which decision taken):</b> Authority delegated to the Chief Executive and Director of Finance & Transformation in liaison with the Leader and Cabinet Member for Finance, Innovation & Property via Cabinet meeting of 15 March 2022 Minute CB22/44 Decision Notice D220040CAB	
<b>Decision Type:</b>	Non-Key
<b>Date of Decision:</b>	23 May 2022

<b>Decision(s) and Reason(s)</b>
<b>Discretionary Council Tax (Energy) Rebate Scheme 2022</b>
<p>Under the Government's overarching Energy Rebate policy, billing authorities were required to administer a discretionary fund for taxpayers whose properties did not qualify for the mandatory Council Tax (Energy) Rebate Scheme, but who otherwise might fall into financial hardship as a result of the rise in the energy price cap. Funding of £288,600 had been allocated by government to Tonbridge &amp; Malling Borough Council for this purpose.</p> <p>Delegated authority was granted by Cabinet on 15 March 2022 to the Chief Executive and Director of Finance &amp; Transformation to develop and confirm a discretionary scheme in liaison with the Leader and Cabinet Member for Finance, Innovation &amp; Property.</p> <p>The scheme agreed is based on the following principles:</p> <ol style="list-style-type: none"><li>1. all CTR claimants in bands E–H to be awarded £150 automatically on the grounds of low income and therefore at greater risk of fuel poverty;</li><li>2. all council taxpayers in bands E-H with a SMI exemption or disregard to be awarded £150 automatically on the grounds that this client group are likely to be more reliant on energy and therefore at greater risk of fuel poverty;</li><li>3. all council taxpayers in bands F-H with a disabled band reduction (noting band E is already covered in mandatory scheme) to be awarded £150 automatically on the grounds that this client group are likely to be more reliant on energy and therefore at greater risk of fuel poverty;</li><li>4. a top up amount to be awarded to all CTR cases in Bands A-H (anticipated to be in region of £25) automatically on the grounds of low income and therefore at greater risk of fuel poverty;</li></ol>

5. a top up amount to be awarded to all council taxpayers with a SMI exemption or disregard anticipated to be in region of £25) automatically on the grounds that this client group are likely to be more reliant on energy and therefore at greater risk of fuel poverty;
6. a top up amount to be awarded to all council taxpayers with a disabled band reduction (anticipated to be in region of £25) automatically on the grounds that this client group are likely to be more reliant on energy and therefore at greater risk of fuel poverty; and
7. retention of a contingency sum of circa £10k (to be confirmed) to cover any potential cases missed or where exceptional circumstance exist. Decisions regarding the allocation of awards from the contingency sum will be made by the Chief Executive and Director of Finance & Transformation.

It was noted that only one discretionary payment together with any top-up will be made per household. It was also noted that any other claimants for discretionary help outside of the above would be signposted, where applicable, to fuel voucher schemes operating in the area.

Discretionary Scheme attached. Equality Impact Assessment attached.

Reason: To comply with government's requirement to adopt a discretionary scheme for Council Tax (Energy) Rebate and make payments before November 2022.

**Details of any Alternatives Considered:**

N/A

Reason(s) why rejected: N/A

**Conflicts of Interest/Dispensations Granted:**

No conflicts of interest

**Background Papers (if any):**

Scheme document

Signed Chief Officer:  
Julie Beilby  
Sharon Shelton

Date of publication: 23/05/22

This decision will come into force immediately as 'call in' does not apply to non-key officer decisions.

The scheme of functions delegated to officers can be found here:  
[http://www.tmbc.gov.uk/\\_data/assets/pdf\\_file/0007/181483/Part-3-responsibilities.pdf](http://www.tmbc.gov.uk/_data/assets/pdf_file/0007/181483/Part-3-responsibilities.pdf)