



**EXECUTIVE DECISION RECORD
Cabinet Member**

REF No: 026.23

A1 Service Area	Communities and Regulatory Services
A2 Title	Commissioning a Cost of Living Advisor Service
A3 Decision Taken By	Cabinet Member
A4 Chief Officer	Please print name: Tom Deery Please sign name: Approval by email 070723
A5 Leader / Deputy Leader	Please print name: Councillor S Slater Please sign name: Approval by email 100723
A6 Date of Decision	10 th July 2023

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.	NA

Conflict of Interest

Are there any conflicts of interest to declare? No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



Scrutiny

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

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee ✓

Scrutiny (Climate Change and Environment) Committee

<p>B1 What is the Decision?</p>	<p>To commission a 'Cost of Living Advisor Service' who will provide hands on support to local households in need and provide a connection to a range of community services that are available to help, utilising the 'Request for Quotations' at Appendix 1.</p>
<p>B2 What are the reasons for the Decision?</p> <p>B2 Alternative options considered and rejected?</p>	<ul style="list-style-type: none"> • The national cost of living crisis is well documented, and the Council is committed to providing appropriate support to residents. • There is a complex patchwork of money saving tips; an advisor with specialist knowledge could pin point opportunities based on the households circumstances to make their resources go further. • The advisor would be equipped with a personal budget, which would be used to unlock opportunities to reduce expenditure e.g. bicycle, air fryer etc. • The advisor would create a directory of local services and have an in-depth knowledge of routes to access the same; applying the same in their work with households. • This measure is part of a package of measures being taken forward under this work stream, so alternatives have not been rejected at this stage.
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>Health and Wellbeing</p>
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

<p>B5 What are the financial implications?</p>	<p>The main financial issues arising from this decision are as follows:</p> <ul style="list-style-type: none"> • The budget for this service of £49,000 will be allocated from the resources set aside towards cost of living pressures in 2023/24. • The amount available for use as personal budgets will be determined based on the successful tender, and scored accordingly within the procurement process. • The service will terminate 12 months after mobilisation, unless a decision made to extend the service following provision of additional funding resources.
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Revenue	2023/24	2024/25	2025/26
Cost of Living Advisor Service¹	£28,583	£20,417	-

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: Anya Murray</p> <p>Please sign name: Approval by email 060723</p>
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¹ Based on 1 September 2023 mobilisation

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?	Yes
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?	Yes

Equalities Implications

B8 What are the Equalities implications:
<p>B8.1 Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> • Support people on low incomes to maximise their income, and enable their money to go further. • Improve awareness of other schemes and assistance that is available to residents through the creation of a directory.
<p>B8.2 Negative (Threats):</p> <ul style="list-style-type: none"> • None identified.
B8.3 The subject of this decision is a policy, strategy, function or service that is new or being revised. An equality impact assessment is attached as Appendix 2.
B8.4 NA

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): <ul style="list-style-type: none"> • Provide targeted support to residents who are struggling to avoid more entrenched problems in the future, e.g. homelessness. • Harness the range of services that are available to the community, and improve the economic resilience of residents.
B9.2 Negative (Threats)
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 The main legal issues arising from this decision are as follows: The proposed commissioning of a Cost of Living Advise Service is in accordance with the Council’s Contract Procedure Rules. Legal Services will prepare a suitable Contract and advise on the terms and conditions.
This section has been approved by the following member of the Legal Team
Please print name: Glen McCusker – Locum Solicitor Please sign name: Approval by email 290623

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): None
B11.3 Negative (Threats): None

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 Any financial implications to mitigate against these hazards and risks are considered above.
B12.3 NA
B12.3.1 Positive (Benefits) None
B12.3.2 Negative (Threats) None

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

The questions contained in this questionnaire are not to be altered in any way. If you have any queries regarding the contents of this document, please contact Andrea Davies Ext 1306 or refer to Part 3 Section 6 of the Constitution.