

**West Berkshire District Council
Individual Executive Member
Decision Record Sheet**






Forward Plan Reference	Service Grouping
ID3941	Development and Planning

Title:	Discretionary Housing Payment (DHP) Policy
Recommendation by Officer:	To approve the amendments to the DHP policy so they can be adopted.
Purpose of Recommendation:	To request sign-off for the updated Discretionary Housing Payments (DHP) Policy. The changes made to the policy are limited to the process for assessing and approving new applications for DHPs. The changes have been made to speed up the approval process and improve decision making.
Decision Taken:	As recommendation by Officer above subject to the inclusion of the changes suggested in relation to the document control section of the policy.
Reason for Decision Taken:	For the reasons set out in the purpose above.
Other Options Considered:	Not to make the changes.
Those Consulted and a Summary of Comments Received:	There was no need to formally consult on these changes as they are minor internal process changes that do not affect the applicant's rights or ability to apply for a Discretionary Housing Payment. Relevant staff within the Housing Service contributed to the changes made to internal processes. All officers involved in the processing and approval of DHPs have had an input into the changes. The Leader of the Council and the Overview and Scrutiny Management Commission Chairman were sent copies of the report and no comments were received. Councillor Lee Dillon, on behalf of the Opposition Spokesman, made some comments on the layout of the document, specifically the document control element and these changes were incorporated into the revised document.
Background Papers:	None
Exempt Information:	None
Declarations of Interest:	Councillor Lee Dillon in making comments on the layout of the document noted that due to the fact that he was employed by Sovereign Housing he would not be making

	any comments on the content.
--	------------------------------

I confirm that I have fully advised and have taken account of all the relevant facts in making this decision.

Is the Decision subject to Call In		Date Decision Made	Date Decision will be Implemented (5 clear days)
Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	06 October 2020	13 October 2020

Portfolio Member:	 Signed:	Print Name: Hilary Cole
Director or representative:	 Signed:	Print Name: Fidelis Ukwenu
Witnessed by:	 <i>on behalf of Service Director: Strategy and Governance</i>	Print Name: Moira Fraser
Date:	06 October 2020	