

## ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

<p><b>1. Title / Subject Matter:</b> Provision of emergency funds to foodbanks due to rapid increases in demand due to Covid-19 Pandemic</p>
<p><b>2. Decision Reference No:</b></p>
<p><b>3. Decision Taken:</b> Release £3,000 funds to Let's All Eat foodbank immediately due to a recent rapid increase in demand.</p> <p>Future funds to be made immediately available should there be an immediate need from foodbanks with Delegated Authority from the Chief Finance Officer and the Chief Executive Officer</p>
<p><b>4. Reasons for the Decision:</b> Increase in food poverty and demand over the past few weeks has depleted supplies and funding. This funding will allow the foodbank to purchase the extra supplies they need to cover the current demand until Christmas.</p>
<p><b>5. Alternative Options Considered / Rejected:</b></p> <p>Funding is being applied for through other avenues, however, this funding is needed immediately</p>
<p><b>6. Implications</b> Please ask the respective professional Officers for their assessment of the potential (a) Legal,(b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.</p> <p>Legal – No implications.</p>

Financial – The funding will be provided from the Council's Covid Hardship Funding.

HR – No implications

**Name / Title of the officer taking the Decision:**

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Carol Cooper-Smith, Chief Executive

Date: 11/11/2020

**Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)**

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date: 11/11/2020

**Name / Title of the relevant Committee Chairman consulted (if appropriate)**

N/A

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.

**EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION**

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) [r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk) or any member of the Democratic Services Team.