



Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	To adopt the Covid Additional Reliefs Fund (CARF) policy
Decision taker	Kerry Standing
Decision consultees	Eileen Lintill – Leader Clare Apel – Chair of the Overview and Scrutiny Committee Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues and Benefits
Decision date	6 January 2022
Decision details	In the absence of a Cabinet meeting officers be authorised to proceed with adopting the CARF policy (as agreed with the district and borough councils within West Sussex as stipulated on the CARF policy itself). The scheme in effect replaces the legal right for businesses to appeal to the Valuation Office Agency on material change of circumstances grounds due to Covid. The scheme provides relief to businesses who are eligible and apply up to an amount depending on how impacted an individual business has been during Covid.
Reason for urgency	Coronavirus pandemic
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to the next available Cabinet and/or Council meeting.

Louise Rudziak
Director of Housing and Communities
1 February 2022