

Please leave blank for completion by DS officers

EXECUTIVE DECISION RECORD

A1 Service Area	Housing Options
A2 Title	Short term lease of an additional homeless unit
A3 Decision Taken By	Chief Officer
A4 Chief Officer	Please print name: SAE KHAN Please sign name: [Redacted]
A5 Leader / Deputy Leader	Please print name: Please sign name:
A6 Date of Decision	1 September 2017

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.	Paragraph []

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	✓
Scrutiny (Economic Growth, Communities and Health) Committee	<input type="checkbox"/>


B1 What is the Decision?	To acquire an additional homeless unit whilst there is a dispute about how to secure a settled housing solution for a particularly vulnerable applicant.
B2 What are the reasons for the Decision?	There is a risk to the health and wellbeing of the applicant unless she is offered self contained temporary accommodation.
B3 What are the contributions to Corporate Priorities?	Protecting and Strengthening Communities
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	The main financial issues arising from this decision are as follows:
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Revenue	2017/18	2018/19	2019/20
Anticipated income based on 80% occupancy and current rates of Housing Benefit	(£1722.84)		
Service charge to be collected from applicant	(£201.84)		
6 months rent and service charge to be paid to Trent & Dove (cost excludes maintenance and staff time)	£2,164.08		
Estimated Net Cost to be met from existing Housing Option Funds/Budgets	£239.40		

Capital	2017/18	2018/19	2019/20

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: LISA TURNER Please sign: 
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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)?	Yes/No/NA (<i>please delete as appropriate</i>)
B6.2 Has it got the appropriate approvals under those provisions?	Yes/No (<i>please delete as appropriate</i>)
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)?	Yes/No/NA (<i>please delete as appropriate</i>)
B7.2 Has it got the appropriate approvals under those provisions?	Yes/No (<i>please delete as appropriate</i>)

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: None

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): <ul style="list-style-type: none">• Improved facilities and consequent improvement in mental health• Ensure that the Council's provision cannot be said to have contributed to any decision made the applicant to return to a high risk domestic violence situation.• Allow time and space to reach a suitable settled housing solution which will have a wider application for similar cases in the future.
B9.2 Negative (Threats): <ul style="list-style-type: none">• Expansion of existing leasing scheme which requires public liability insurance up to the sum of £5m and to insure the Council's belongings (if any) within the premises and general maintenance.• If applicant vacates sooner for any reason property may be left empty – lease is for a fixed term of 6 months with 2 months notice required for earlier termination.• Issues around management of the applicant's occupation – neighbour disputes, rent collection etc.
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 There are no significant legal issues arising from this decision.

This section has been approved by the following member of the Legal Team:

Please print name:

ANGELA WALKFIELD

Please :

C

Sustainability Implications

B11 What are the Sustainability implications: <ul style="list-style-type: none">• None
B11.1 The proposal [would/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: <ul style="list-style-type: none">• As applicable for the other leased properties e.g. legionella, asbestos etc.
B12.1 A Risk Assessment has been carried out and entered into Harriet for all significant hazards and risks.
B12.2 The significant hazards and risks have been identified in the Harriett Risk Assessment numbered ESBC00745. Any financial implications to mitigate against these hazards and risks are considered above.
B12.3 Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below
B12.3.1 Positive (Benefits): <ul style="list-style-type: none">• Resident has access to their own cooking and heating facilities.
B12.3.2 Negative (Threats): <ul style="list-style-type: none">• Residents and other risk injury from fire and explosion if nto properly maintained and used.• Residents and other may suffer serious and possibly fatal electric shock / burns injuries from faulty electrical equipment or installation.

Key Decision

B13 Is this a Key Decision?	No
Note: A Key Executive Decision is one where: <ol style="list-style-type: none"> 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?	Yes/No/NA (<i>please delete as appropriate</i>)
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?	Yes/No/NA (<i>please delete as appropriate</i>)

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