

EXECUTIVE DECISION RECORD

REF No. 255/20

A1 Service Area	Environment & Housing
A2 Title	Addendum to the Allocations Policy 2018
A3 Decision Taken By	Deputy Leader/ Chief Officer
A4 Chief Officer	Please print name: Sal Khan Please sign name: Approval by email 091220
A5 Deputy Leader	Please print name: Cllr R Faulkner Please sign name: Approval by email 101220
A6 Date of Decision	10 th December 2020

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

Scrutiny

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

Scrutiny (Audit & Value for Money Council Services) Committee

Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee X

B1 What is the Decision?	To make some minor alterations to the Allocations Policy 2018 in order to facilitate the online application system for joining the Housing Register.
B2 What are the reasons for the Decision?	<ul style="list-style-type: none"> • The introduction of the online application system has made it necessary to alter the point at which key documents are collected. • The impact of the changes is negligible due to the limited nature of the changes, and the overall improvement to the applicant journey e.g. reduces waiting time to become active on the Housing Register.
B3 What are the contributions to Corporate Priorities?	Environment and Health and Wellbeing.
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?	There are no financial issues arising from this decision.
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The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Anya Murray</p> <p>Please sign name: Approval by email 041220</p>
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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)?	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"> • Improve access to the Housing Register, which is the portal via which eligible households can access social housing. • The existing contract provides for a clear route and easy access to assistance for persons having difficulty in making their application to the Housing Register, and this will remain in place under the online model.
<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 The equality impact assessment identified the following actions to be carried out: NA.

Risk Assessment

B9 What are the Risk Assessment implications:
<p>B9.1 Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> • Improve access to the Housing Register, which is the portal via which eligible households can access social housing.

B9 What are the Risk Assessment implications:

Negligible.

B9.2 Negative (Threats):

- Further revisions of the Allocations Policy may be necessary to streamline the application system, and possibly reduce the volume of applicants.

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 Wakefield

Please sign name: [Approval by email 031220](#)

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): NA
B11.3 Negative (Threats): NA

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 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) NA
B12.3.2 Negative (Threats) NA

Key Decision

B13 Is this a Key Decision? No (*please delete as appropriate*)

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?	No
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