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**EXECUTIVE DECISION RECORD**

<b>A1 Service Area</b>	Housing and Homelessness
<b>A2 Title</b>	Renew the Lease of Existing Homeless Units at 18 and 65 Richmond St
<b>A3 Decision Taken By</b>	Chief Officer
<b>A4 Chief Officer</b>	Please print name: JAZ KHAW Please sign name: 
<b>A5 Leader / Deputy Leader</b>	Please print name: PATRICIA ACHUNYA Please sign name: 
<b>A6 Date of Decision</b>	26.08.18

**Confidentiality**

<b>A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?</b>	No
<b>A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.</b>	Paragraph [ ]

**Scrutiny**

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


<b>B1</b> What is the Decision?	Enter into a 3 year extension of the lease for two properties from Trent & Dove HA for use as temporary accommodation for the homeless.
<b>B2</b> What are the reasons for the Decision?	Our existing homelessness units represent good value for money and better quality temporary accommodation for homeless families to whom we owe a duty under the Housing Act 1996.
<b>B3</b> What are the contributions to Corporate Priorities?	Promoting Well Being through the provision of better facilities for homeless families.
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	The main financial issues arising from this decision are as follows:
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Revenue	2018/19	2019/20	2020/21
Annual Rent owed to Trent & Dove (cost excludes maintenance and staff time and is based on current rents).	£10,080	£10,080	£10,080
Anticipated income based on rates of Housing Benefit received.	(£6,820)	(£6,820)	(£6,820)
Net cost to council already included in MTFS (continuation of existing lease)	£3,260	£3,260	£3,260

Capital	2018/19	2019/20	2020/21
Not applicable	-	-	-

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: ANNA MURRAY Please: 
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes

<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes

## Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"><li>• Facilities better suited for women during pregnancy and young children.</li></ul>
<b>B8.2</b> Negative (Threats): <ul style="list-style-type: none"><li>• None</li></ul>
<b>B8.3</b> 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.
<b>B8.4</b> The equality impact assessment identified the following actions to be carried out: NA

## Risk Assessment

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"><li>• Continue to provide suitable self contained temporary accommodation to meet our duties to homeless applicants in line with legal requirements about maximum length of stay in B&amp;B.</li><li>• More cost effective than B&amp;B.</li></ul>
<b>B9.2</b> Negative (Threats): <ul style="list-style-type: none"><li>• In the unlikely event that we see a significant and sustained reduction in homeless applicants requiring temporary accommodation the leased properties may become surplus to requirements.</li></ul>
<b>B9.3</b> 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

<b>B10</b> What are the Legal Considerations:
<b>B10.1</b> There are no significant legal issues arising from this decision.

## Sustainability Implications

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> 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).
<b>B11.2</b> Positive (Opportunities/Benefits): NA
<b>B11.3</b> Negative (Threats): NA

## Health & Safety Implications

<b>B12</b> What are the Health & Safety implications:
<b>B12.1</b> A Risk Assessment has been carried out and entered into Harriet for all significant hazards and risks.
<b>B12.2</b> The significant hazards and risks have been identified in the Harriett Risk Assessment numbered ESBC00560 and ESBC00562. Any financial implications to mitigate against these hazards and risks are considered above.
<b>B12.3</b> 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
<b>B12.3.1</b> Positive (Benefits) <ul style="list-style-type: none"><li>• Residents have access to cooking and heating facilities.</li><li>• Residents are provided with basic electrical appliances to cook and clean</li></ul>
<b>B12.3.2</b> Negative (Threats) <ul style="list-style-type: none"><li>• Residents and others risk injury from fire and explosion if not properly maintained and used.</li><li>• Residents and others may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.</li><li>• Possible exposure to asbestos that can cause serious ill health (Asbestos Management Survey in place)</li></ul>

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

Please print name:

ANGELA VAKFIELD

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## Key Decision

<b>B13</b> Is this a Key Decision?	No
<p><b>Note: A Key Executive Decision is one where:</b></p> <ol style="list-style-type: none"> <li><b>1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000</b></li> <li><b>2. CAPITAL – Any capital project with a value in excess of £150,000</b></li> <li><b>3. A decision which significantly affects communities living or working in an area comprising two or more wards.</b></li> </ol>	
<b>B13.1</b> 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?	NA
<b>B13.2</b> 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](mailto:andrea.davies@eaststaffsbc.gov.uk)