

Please leave blank for completion by DS officers

EXECUTIVE DECISION RECORD

| | |
|----------------------------------|--|
| A1 Service Area | Housing Options |
| A2 Title | Enter into a lease for an additional homeless unit – Flat 2/33 Shakespeare Rd, Burton upon Trent |
| A3 Decision Taken By | Chief Officer |
| A4 Chief Officer | Please print name: Sal Khan Please s [redacted] |
| A5 Leader / Deputy Leader | Please pr [redacted] PATRICIA A [redacted] Please s [redacted] |
| A6 Date of Decision | 8/11/18 |

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 enter into a lease for an additional homeless unit at Flat 2/33 Shakespeare Rd, Burton upon Trent for 2 years. |
| B2 What are the reasons for the Decision? | The 'Homeless Reduction Act Compliance' report received approval at Cabinet in February 2018 and provided for the acquisition of additional 2 x 3 bed units and 2 x 2 bed units, increasing the overall number of units from 3 to 7. Shakespeare RD will be the second 2 bed property we are acquiring on the strength of this decision. |
| 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: |
|--|--|

| Revenue | 2018/19 | 2019/20 | 2020/21 |
|--|----------------|----------------|----------------|
| Anticipated income based on 80% occupancy and current rates of Housing Benefit | (£1,489) | (£3,910) | (£2,421) |
| Service charge to be collected from applicant | (£181) | (£475) | (£294) |
| 2 years rent and service charge to be paid to Trent & Dove commencing 12 November 2018 | £1,868 | £4,904 | £3,036 |
| Estimate for maintenance/council tax | £324 | £850 | £526 |
| Estimated Net Cost to be met from existing Housing Option Funds/Budgets | £500 | £1,310 | £868 |
| No additional staffing cost identified. | | | |

| Capital | 2018/19 | 2019/20 | 2020/21 |
|----------------|----------------|----------------|----------------|
| | - | - | - |

The finance section has been approved by the following member of the Financial Management Unit:

Please print name:

ANYA MURRAY

F: 

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: |
| B8.1 Positive (Opportunities/Benefits): <ul style="list-style-type: none">• Property is adapted for wheelchair access and has a level access shower. |
| B8.2 Negative (Threats): <ul style="list-style-type: none">• None |
| 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">• 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&B.• More cost effective than B&B. |
| B9.2 Negative (Threats): <ul style="list-style-type: none">• 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. |
| 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.

- There are no significant legal issues arising from this decision, the additional unit will be managed under the same provisions as the existing 4 units.

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

Please print name:

LINDA J DUHAM



Sustainability Implications

| |
|---|
| <p>B11 What are the Sustainability implications:</p> <ul style="list-style-type: none">• None |
| <p>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).</p> |
| <p>B11.2 Positive (Opportunities/Benefits): None</p> |
| <p>B11.3 Negative (Threats): None</p> |

Health & Safety Implications

| |
|--|
| <p>B12 What are the Health & Safety implications:</p> <ul style="list-style-type: none">• As applicable for the other leased properties e.g. legionella, asbestos etc. |
| <p>B12.1 A Risk Assessment has been carried out and entered into Sheila for all significant hazards and risks.</p> |
| <p>B12.2 The significant hazards and risks have been identified in the Harriett Risk Assessment numbered ESBC00XX. Any financial implications to mitigate against these hazards and risks are considered above.</p> |
| <p>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</p> |
| <p>B12.3.1 Positive (Benefits):</p> <ul style="list-style-type: none">• Resident has access to their own cooking and heating facilities. |
| <p>B12.3.2 Negative (Threats):</p> <ul style="list-style-type: none">• Residents and other risk injury from fire and explosion if not 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 |
| <p>Note: A Key Executive Decision is one where:</p> <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? | NA |
| 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