



**EXECUTIVE DECISION RECORD
Cabinet Member**

REF No: 120/24

A1 Service Area	Regulatory Services
A2 Title	Procurement of a Housing Stock Condition Model
A3 Decision Taken By	Deputy Leader
A4 Chief Officer	Please print name: John Teasdale Please sign name: (Approval via email 12/02/2024)
A5 Leader / Deputy Leader	Please print name: Cllr Simon Slater Please sign name: (Approval via email 21/03/2024)
A6 Date of Decision	22 nd March 2024

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No <i>(please delete as appropriate)</i>
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Conflict of Interest

Are there any conflicts of interest to declare? No *(please delete as appropriate)*

(If "Yes" please contact the Chief Executive before making the Decision. A note of dispensation should be attached).

Scrutiny/Audit



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

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee Y

Scrutiny (Climate Change and Environment) Committee

Audit Committee

Financial Implications

B5 What are the financial implications?

The main financial issues arising from this decision are as follows:

The Council has successfully bid for additional funding from the Health Inequalities Directors' Group. This additional funding included an allocation of £20,000 for a Housing Stock Condition Survey.

As a result, the quarter 3 monitoring report proposes that a new 2023-24 budget for £20,000 is created for a Housing Stock Condition Survey, funded from the new allocation.

Since bidding for the monies, the tender outcome has been an increase in the estimated costs by £19,450, over and above the initial £20,000 shortfall.

It is proposed to fund this additional amount from an historical grant balance relating to Compliance and Enforcement Funding (COMF).

The Government has amended the grant terms to allow unused COMF balances to be used for a wider public health purpose, subject to a September 2024 time limit. The Environmental Health Manager confirms that the Housing Stock Condition survey would meet the criteria for this wider public health purpose.

As the £19,450 relates to an historical balance and there has been staffing turnover within the Financial Management Unit, some investigation work has been done. The outcome of this investigation is that it is thought likely the balance is COMF funding.

Given the above, and the cut-off limit, it is recommended that this balance is utilised to fund the additional costs arising from the tender process.

The remaining £19,450 will be funded from the balance of (COMF) funding – compliance and enforcement funding.

The Environmental Health Manager is the accountable officer for grant declarations relating to funding used for the Housing Stock Condition Survey.

Capital	2023/24	2024/25	2025/26
Housing Stock Modelling Service	£39,450 (+ VAT)		

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: James Hopwood Please sign name: (Approval via email 29/02/2024)
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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?	NA
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?	NA

Equalities Implications

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.
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Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): <ul style="list-style-type: none"> • Reduced Cost • Short timescale • Use of secondary data, less invasive • Less workload for ESBC • All modelling work conducted by the organisation • Usability of results

B9 What are the Risk Assessment implications:

B9.2 Negative (Threats)

- Dependence upon secondary data, not as up to date
- COMF funding needs to be spent by Sept 2024.

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 The main legal issues arising from this decision are as follows:

The Housing Act 2004 places a duty on local authorities to *keep the housing conditions in their area under review with a view to identifying any action that may need to be taken by them.*

This is achieved through the completion of a housing stock condition survey which is recommended to be undertaken every 5 years. The previous survey is now out of date and therefore a new survey is required to be undertaken to ensure we are compliant with our legal duties.

Legal agreements will need to be entered into with the winning contractor and in the case of Stock Modelling, an agreement will also need to be entered into with Experian.

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

Please print name: John Teasdale

Please sign name: (Approval via email 12/02/2024)

Sustainability Implications

B11 What are the Sustainability implications:

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):

Identification of areas where energy inefficiency and fuel poverty exist in the borough to assist in tackling these problems.

B11.3 Negative (Threats):

None

B11 What are the Sustainability implications:

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.

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 seriously prejudice the public interest?

NA (please delete as appropriate)

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 (please delete as appropriate)

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
democratic.services@eaststaffsbc.gov.uk