



**EXECUTIVE DECISION RECORD  
Cabinet Member**

**REF No: 223.24**

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| <b>A1</b> Service Area   | Communities and Regulatory Services   |
| <b>A2</b> Title  | Adoption of The Housing Allocations Policy 2024 - 2026                                    |
| <b>A3</b> Decision Taken By                                      | Cabinet Member  |
| <b>A4</b> Chief Officer  | Please print name: Thomas Deery<br><br>Please sign name: Approval by Email 24/9/24        |
| <b>A5</b> Cabinet Member for Communities and Regulatory Services | Please print name: Councillor S Slater<br><br>Please sign name: Approval by email 24/9/24 |
| <b>A6</b> Date of Decision                                       | 24 <sup>th</sup> September 2024   |

**Confidential or Exempt Information**

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| <b>A7</b> Does this decision contain Confidential Information?   | No |
| <b>A7.1</b> Does this Decision contain Exempt Information as described in Schedule 12A of the Local Government Act 1972? | No |
| <b>A7.2</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.  | NA |

**Conflict of Interest**

Are there any conflicts of interest to declare? No

(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 ✓

Scrutiny (Climate Change and Environment) Committee

Audit Committee

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| <b>B1</b> What is the Decision?                               | To adopt an unchanged Housing Allocations Policy for 2024 – 2026.   |
| <b>B2</b> What are the reasons for the Decision?              | <ul style="list-style-type: none"> <li>• There have been no legislative or other imperatives requiring a revision of the current policy, thus The Housing Allocations Policy 2021<sup>1</sup> will be adopted unchanged as The Housing Allocations Policy 2024 – 2026.</li> <li>• The Council commissions Trent &amp; Dove to maintain the Housing Register and implement the Housing Allocations Policy on its behalf, and Trent &amp; Dove have not identified a need for any changes to the policy.</li> </ul> |
| <b>B2</b> Alternative options considered and rejected?        | The Council intends to commission an examination of the options for significant change utilising the powers made available by the Localism Act 2011 <sup>2</sup> , e.g. controlling who is able to join the Housing Register.   |
| <b>B3</b> What are the contributions to Corporate Priorities? | Standing up for our communities   |
| <b>B4</b> What are the Human Rights considerations?           | There are no Human Rights issues arising from this decision.  |

### Financial Implications

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| <b>B5</b> What are the financial implications? | <p>The main financial issues arising from this decision are as follows:</p> <ul style="list-style-type: none"> <li>• Trent &amp; Dove Housing are commissioned to provide The Housing Register and Allocations Service. This service is contracted until the end of March 2027, with the option of a 1 year extension if both parties agree.</li> <li>• Trent and Dove Housing have agreed that no changes are required to the policy which underpins the work that they are under contract to perform on behalf of the Council.</li> </ul> |
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<sup>1</sup> <https://www.eaststaffsbc.gov.uk/media/41475/download?inline>

<sup>2</sup> <https://www.legislation.gov.uk/ukpga/2011/20/part/7>

|                           |                |                |                |
|---------------------------|----------------|----------------|----------------|
| <b>Revenue</b>            | <b>2024/25</b> | <b>2025/26</b> | <b>2026/27</b> |
| <b>Impact on the MTFS</b> | Nil            |                |                |

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| <p>The finance section has been approved by the following member of the Financial Management Unit:</p> | <p>Please print name: NL/ Andrew Brindley<br/>Principal Accountant Revenue</p> <p>Please sign name: Approval by email<br/>11/9/24</p> |
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### Policy Framework

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| <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

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| <b>B8</b> What are the Equalities implications: |
| <b>B8.1</b> NA                                  |

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| <b>B8</b> What are the Equalities implications:  |
| <b>B8.2</b> NA   |
| <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> NA   |

### **Risk Assessment**

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| <b>B9</b> What are the Risk Assessment implications:  |
| <p><b>B9.1</b> Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> <li>• Retaining the existing policy provides continuity for existing applicants, and improves familiarity within the wider East Staffs community.</li> </ul> |
| <p><b>B9.2</b> Negative (Threats)</p> <ul style="list-style-type: none"> <li>• The options evaluation may prompt a different approach in the future.</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**

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| <b>B10</b> What are the Legal Considerations:  |
| <p><b>B10.1</b> The legal implications arising from this decision are:</p> <p>All local housing authorities must comply with Part 6, s159 (1) Housing Act 1996, when allocating housing accommodation.</p> <p>Local authorities may otherwise allocate housing accommodation in any manner they consider appropriate.</p> <p>The 1996 Act was amended by the Localism Act 2011, which provides housing authorities with a wider discretion in the formulation of their housing allocation policies.</p> <p>The Council must have regard to the Guidance on the allocation of accommodation issued by the Ministry of Housing, Communities and Local Government (MHCLG) in 2012, and the Homelessness Code of Guidance.</p> <p>On 30<sup>th</sup> January 2024, MHCLG issued a consultation document on a reform of allocations, and the consultation period ended on 26<sup>th</sup> March 2024. The Council will need to have regard to any recommendations which might be made by MHCLG.</p> |

**B10** What are the Legal Considerations:

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

Please print name: Glen McCusker – Locum Solicitor and Deputy Monitoring Officer

Please sign name: Approval by email 10/9/24

### **Environmental Impacts**

**B11** What are the Environmental Impacts:

Consider impacts related to the Climate Change & Nature Strategy aims:

- Reducing greenhouse gas emissions (climate change mitigation)
- Preparing for future climate change (adaptation)
- Protecting and enhancing nature
- Using resources wisely and minimising waste and pollution

**B11.1** The impacts are **not significant** and are set out below without enhanced consideration by the Council’s Climate Change and Adaptation Officers.

(note – a **significant** impact will likely result from any project, policy, procurement exercise or service change that has a direct or indirect effect on energy or fuel use, water use, land use, other physical resource use, waste generation, pollution, regeneration or construction – If unsure contact the Council’s Climate Change and Adaptation Officers.)

**B11.2** NA

**B11.3** 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** NA

**B12.3.1** NA

**B12** What are the Health & Safety implications:

**B12.3.2** NA

### Key Decision

**B13** Is this a Key Decision?      No

**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.

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| <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:  
[democratic.services@eaststaffsbc.gov.uk](mailto:democratic.services@eaststaffsbc.gov.uk)

*The questions contained in this questionnaire are not to be altered in any way. If you have any queries regarding the contents of this document, please contact Democratic Service Ext 1306/1608 or refer to Part 3 Section 6 of the Constitution.*