

**EXECUTIVE DECISION RECORD**

**REF No 423.22**

<b>A1</b> Service Area	Communities and Housing Standards
<b>A2</b> Title	Extend the leases of the current stock of temporary accommodation for homeless applicants
<b>A3</b> Decision Taken By	Deputy Leader / Chief Officer
<b>A4</b> Chief Officer	Please print name: Sal Khan  Please sign name: <a href="#">Approval by email 270522</a>
<b>A5</b> Leader / Deputy Leader	Please print name: Bernard Peters  Please sign name: <a href="#">Approval by email 270522</a>
<b>A6</b> Date of Decision	9 <sup>th</sup> June 2022

**Confidentiality**

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
<b>A7.1</b> 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 Community Regeneration Committee

Scrutiny Environment and Health and Well Being Committee ✓

Scrutiny Value for Money Council Services Committee

<b>B1</b> What is the Decision?	To extend the leases on 6 self-contained properties which are leased for temporary accommodation for homeless applicants.
<b>B2</b> What are the reasons for the Decision?	<ul style="list-style-type: none"> <li>• The leased properties are in constant use, with an average void period<sup>1</sup> of approx. 5 days during the 2021/22.<sup>2</sup></li> <li>• There is a statutory obligation<sup>3</sup> not to keep homeless households with family commitments<sup>4</sup> in B&amp;B for longer than 6 weeks. This requires the provision of self-contained accommodation, as the Council does not own any housing stock expanding the provision of self-contained temporary accommodation involves a lease agreement.</li> </ul>
<b>B3</b> What are the contributions to Corporate Priorities?	Communities and Housing Standards
<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?	<p>The main financial issues arising from this decision are as follows:</p> <ul style="list-style-type: none"> <li>• The lease agreements will continue existing arrangements until 31 March 2025.</li> <li>• These costs are within budget and will not impact on the MTFs.</li> <li>• Trent &amp; Dove set and increase rents for all their social housing stock in line with government policy<sup>5</sup> as set out in their Policy Statement on Rents for Social Housing, therefore rent costs are subject to slight variation year on year.</li> </ul>
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<sup>1</sup> The void period is the time between the date of the termination of a previous licence with an occupier, and the start of a new licence.

<sup>2</sup> This has been a Corporate Plan target for the last few years, and has been consistently achieved.

<sup>3</sup> [The Homelessness \(Suitability of Accommodation\) \(England\) Order 2003](#)

<sup>4</sup> Applicants with family commitments means an applicant: who is pregnant; with whom a pregnant woman resides or might reasonably be expected to reside; or with whom dependent children reside or might reasonably be expected to reside.

<sup>5</sup> <https://www.gov.uk/government/publications/rent-standard>

<b>Revenue</b>	<b>2022/23</b>	<b>2023/24*</b>	<b>2024/25*</b>
Anticipated income based on 80% collection of licence fee from residents.	(£23,961)	(£23,961)	(£23,961)
Estimated rent and service charge to be paid to Trent & Dove	£29,951	£29,951	£29,951
Estimate for maintenance/council tax	£4,500	£4,500	£4,500
<b>Estimated Net Cost to be met from existing Housing Option Funds/Budgets</b> (no additional staffing cost identified)	<b>£10,490</b>	<b>£10,490</b>	<b>£10,490</b>

\*estimates do not include any potential impact for rent changes

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Anya Murray  Please sign name: <a href="#">Approval by email 270522</a>
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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?	NA
<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?	NA

## Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"><li>• Two of the properties are accessible to people with physical disabilities.</li><li>• Supports the development of children by providing more appropriate accommodation for family life.</li><li>• Improves the mental health of the affected households who have more space and facilities.</li></ul>
<b>B8.2</b> Negative (Threats): <ul style="list-style-type: none"><li>• None identified.</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> 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>• Meets the Council's statutory obligations to households with family commitments.</li><li>• Goes toward achieving the funding objectives set by DLUHC.</li><li>• Reduces reliance on B&amp;B, provision over which the Council has less control.</li><li>• More cost effective than B&amp;B; the average weekly cost for a family in B&amp;B is approx. £315 (although this cost can be reduced by Housing Benefit income).</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 with family commitments, we could use the leased properties as temporary accommodation for single homeless people.</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

**B10** What are the Legal Considerations:

**B10.1** The main legal issues arising from this decision are as follows:

- The Council's existing set of leases will be renewed with Trent & Dove HA on the same terms until 31 March 2025.
- There are no other significant legal issues arising from this decision, the additional unit will be managed under the same provisions as has been the case for several years.

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

Please print name: Glen McCusker – Interim Solicitor

Please sign name: [Approval by email 110522](#)

## 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 Safety Media for all significant hazards and risks.
<b>B12.2</b> The significant hazards and risks have been identified in the Safety Media Risk Assessment numbered 560, 745, 561, 562. 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>• Resident has access to their own cooking and heating facilities.</li></ul>
<b>B12.3.2</b> Negative (Threats) <ul style="list-style-type: none"><li>• Residents and other risk injury from fire and explosion if not properly maintained and used.</li><li>• Residents and other may suffer serious and possibly fatal electric shock / burns injuries from faulty electrical equipment or installation.</li></ul>

## 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.**

<b>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?</b>	NA
<b>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?</b>	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)