

Ref:

616/15

Please leave blank for completion by DS officers

Executive Decision Record

A1 Service Area:

Built Environment – Housing Options

A2 Title

Procure an Independent Reviewer of Homelessness Decisions

A3 Decision Taken By

Deputy Leader & Chief Officer

A4 Chief Officer

Please print name Paul Costiff

Please sign

A5 Leader/Deputy Leader

Please print name [Redacted]

Please sign

A6 Date of Decision

28-10-15

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 []

A8 Which Scrutiny Committee should this decision be submitted to?

(please tick as appropriate)

Scrutiny (Promoting Local Economic Growth) Committee

Scrutiny (Value for Money Council Services) Committee

Scrutiny (Protecting and Strengthening Communities) Committee



B1 What is the Decision?

Enter into a 1 year spot purchasing agreement with Housing Reviews Ltd to process reviews of our Homelessness Decisions.

B2 What are the reasons for the Decision?

Reviews are currently processed by the Housing Strategy Manager but this post has been deleted by the recent Management Restructure. The related restructuring report set aside a specific £24k budget for consultancy / specialist costs following the departure of the Housing Strategy Manager.

B3 What are the contributions to Corporate Priorities?

Protect and Strengthen Communities through ensuring effective scrutiny of disputed homelessness and housing decisions.

B4 What are the Human Rights considerations?

There are no Human Rights issues arising from this decision.

B5 What are the financial implications?

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

Revenue	10/15 – 10/16	2016/17	2017/18
Cost per Review is £160 excluding vat and any additional costs peculiar to the case (e.g. obtaining medical opinion, stationary or a court appearance). Cost per review estimated to average £250, based on the actual volume of appeals over the last three years.	£2500		

B6 Is the Decision wholly in accordance with the Council's policy framework?

Yes

B7 Is the Decision wholly in accordance with the Council's budget?

Yes, the budget for procuring this service can be sourced from savings in the Housing Options Budget.

B8 What are the Equalities implications?

B8.1 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.

B9 What are the Risk Assessment implications?

B9.1 Positive (Opportunities/Benefits):

- Acquire a new opinion on homeless decisions to ensure a truly independent review process.
- Experience and aptitude through the court process if required.
- Opportunity to keep the team up to date with current legal interpretations and practice in the homelessness field.

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 Andrea Davies Ext 1306 or refer to Part 3 Section 6 of the Constitution.

B9.2 Negative (Threats):

- A Spot Purchasing arrangement creates the possibility of exceeding the budget if the number of reviews is more than was forecast.

B9.3 The risks do not need to be entered into the Risk Register.

B10 What are the Legal Considerations?

B10.1 There are no significant legal issues arising from this decision.

B11 What are the Sustainability implications?

B11.1 None

B12 What are the Health & Safety implications?

B12.1 None

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.**

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?

Yes/No (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?

Yes/No (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 Andrea Davies, Legal and Democratic Services.