

<b>HARROGATE BOROUGH COUNCIL DECISION NOTICE</b>	
<b>Cabinet Member for:</b>	Housing
<b>Date of Decision:</b>	16 June 2009
<b>1. Decision No/ Your Ref:</b>	Hsg 03/09/10
<b>1a. Wards affected:</b>	All
<b>2. Subject:</b>	MAJOR WORKS TO LEASEHOLD PROPERTIES
<b>3. A. The information given in this form is a fair and accurate record of the decision made by Councillor Jean Butterfield, Cabinet Member (Housing):</b>	
<b>Portfolio Holder:</b> (Signature) _____	
<b>B. The Cabinet Member (Housing) declared the following interest:</b>	None
<b>C. Was a substitute appointed?:</b>	No
<b>4. DECISION:</b>	
<b>Please state:</b>	
<b>A. Decisions made:</b>	
	That with immediate effect all Housing Investment Programme major works contracts, which include works to leasehold properties, are procured outside of any larger framework agreement or measured term contract to ensure leasehold legislation is fully complied with and that leaseholders are more involved in the process.
	That the monitoring systems are reviewed to ensure that full consultation is undertaken with leaseholders in compliance with the Council's legislative obligations.
<b>B. Reasons for making decision:</b>	

To secure full compliance with all leaseholder legislation.

To ensure that leaseholders are more involved in the process of contract procurement for major works contracts.

**C. Alternative options considered and rejected:**

To proceed with roofing works to leasehold properties under the current 5 year roofing contract with Hamblin Ltd.

To delay the proposed works to leasehold properties until a new 5 year roofing contract is entered into during 2011/12.

**5. Please outline all additional material or information considered at the meeting whether written or oral and not detailed in the written report:**  
None

**6. With regard to the written report please indicate:**

- |   |   |
|---|---|
| <b>A. The number of appendices:</b>   | 3 |
| <b>B. The number of background papers and their location/file reference:</b>  | 0 |
| <b>C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter:</b> | 0 |

**7. Was all or any part of the report deemed to be exempt? Yes**

**8. If so:**

**A. Please state to which part of the report it is applicable and give the wording of the relevant paragraph of Schedule 12A to the Local Government Act 1972:**

All of the report , information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**B. Is there an Exempt Decision Notice? Yes**

**9. A. Is this a Key Decision? No**

***If so, please state:***

- B. Forward Plan reference number:**
- C. Relevant Overview and Scrutiny Commission:**
- D. Date Member Services were supplied with report and accompanying papers for publication and consequent circulation to the Scrutiny Commission Chair:**
- E. Urgent Item of Business – Call-in**

***If a matter is urgent and Call-in cannot be applied please state:***

- (i) Reasons:**
- (ii) Date of agreement of Scrutiny Commission Chair that the decision is urgent:**
- (iii) Means of communication of agreement:**

**10. Officers in attendance at the meeting during consideration of this item:**

Dawn Saxby, Executive Housing Officer  
Keith Watts, Tenancy Services & Mediation Manager  
Stephen Hargreaves, Executive Officer (Property Services)  
Catharine Osborne, Finance  
Rachel Braithwaite, Legal

**11. Decision to be actioned by:**

Stephen Hargreaves, Executive Officer (Property Services)

**12. Please confirm that all Officers required to be consulted prior to forwarding this Decision Notice to the Member Services Section have been consulted: Yes**

**13. Date Decision Notice despatched to Member Services via Email:**

16 June 2009

**14. NOT TO BE COMPLETED UNLESS it was impracticable to include the Key Decision in the Forward Plan:**

**A. Call-in to apply:**

***Please state:***

- (i) **Reasons:**
- (ii) **Date Proper Officer and Scrutiny Commission Chair were supplied with report and papers:**

**B. Special Urgency Provision (Call-in cannot be applied):**

*Please state:*

- (i) **Reasons:**
- (ii) **Date on which agreement obtained from Scrutiny Commission Chair that the decision is urgent:**
- (iii) **Means of communication of agreement:**

**15. (For use in Member Services Section)**

- A. Decision Validated by:** Andy West
- B. Date decision validated and published:** 17 June 2009
- C. Date Call-in procedure ends (if appropriate) – 4.30 pm on:**
- D. If 9D or 14A is answered give date of public notice:**
- E. File Ref and Officer Ref:** H233JUN17.doc(Published)/CB
- F. If Special Urgency Provision (14B above) has been applied please confirm that relevant item will be included on next Council Agenda:**