

<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 05 09/10
<b>1a. Wards affected:</b>	All
<b>2. Subject:</b>	WELCOME PACK FOR NEW TENANTS
<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. Decision made:</b>	That a Welcome Pack is introduced for all new tenants of the Council, with a review of its effectiveness being undertaken in September 2010.
<b>B. Reasons for making decision:</b>	Other Housing Authorities have found the issuing of a Welcome Pack has proved to be useful for tenants moving into their new home.  The pack offers an opportunity to convey essential information to new tenants and improve their knowledge about running their home.

<b>C. Alternative options considered and rejected:</b>	
<p>Not to introduce a Welcome Pack. The cost of providing the packs is relatively small. Consultation has been carried out with new tenants below 30 years old who are very supportive of its introduction. Feedback from this consultation, has shown that it would have been useful to have a few essential items to hand upon moving into your property (such as cleaning materials or a meter key) as well as useful information, such as contact numbers and details of where the meters are amongst other things.</p>	
<b>5. Please outline all additional material or information considered at the meeting whether written or oral and not detailed in the written report: N/A</b>	
<b>6. With regard to the written report please indicate:</b>	
<b>A. The number of appendices:</b>	None
<b>B. The number of background papers and their location/file reference:</b>	
<b>C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter:</b>	
<b>7. Was all or any part of the report deemed to be exempt?</b>	No
<b>8. If so:</b>	
<b>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:</b>	
<b>B. Is there an Exempt Decision Notice?</b>	
<b>9. A. Is this a Key Decision?</b>	No
<b>If so, please state:</b>	
<b>B. Forward Plan reference number:</b>	
<b>C. Relevant Overview and Scrutiny Commission:</b>	

**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:**

Amy Brown, Tenant Involvement Officer

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

**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:**

**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:**

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**F. If Special Urgency Provision (14B above) has  
been applied please confirm that relevant  
item will be included on next Council Agenda:**