

HARROGATE BOROUGH COUNCIL DECISION NOTICE	
Cabinet Member for:	Housing
Date of Decision:	14 July 2009
1. Decision No/ Your Ref:	Hsg 07/09/10
1a. Wards affected:	All
2. Subject:	DEPARTMENT OF COMMUNITY SERVICES BUSINESS PLAN 2009/10
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):	
Portfolio Holder: (Signature) _____	
B. The Cabinet Member (Housing) declared the following interest: None	
C. Was a substitute appointed?: No	
4. DECISION:	
Please state:	
A. Decision made:	That the Departmental of Community Services Business Plan 2009/10 be approved subject to the amendments agreed with the Cabinet Member (Public Protection & Rural Affairs) on 25 June 2009.
B. Reason for making decision:	To comply with Corporate requirements for approving Departmental Service Plans.

<p>C. Alternative option considered and rejected:</p> <p>Not to approve in its current form/content.</p>							
<p>5. Please outline all additional material or information considered at the meeting whether written or oral and not detailed in the written report:</p> <p>None</p>							
<p>6. With regard to the written report please indicate:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">A. The number of appendices:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>B. The number of background papers and their location/file reference:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter:</td> <td style="text-align: right;">0</td> </tr> </table>		A. The number of appendices:	1	B. The number of background papers and their location/file reference:	0	C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter:	0
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C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter:	0						
<p>7. Was all or any part of the report deemed to be exempt? No</p>							
<p>8. If so:</p> <p>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:</p> <p>B. Is there an Exempt Decision Notice?</p>							
<p>9. A. Is this a Key Decision? No</p> <p><i>If so, please state:</i></p> <p>B. Forward Plan reference number:</p> <p>C. Relevant Overview and Scrutiny Commission:</p> <p>D. Date Member Services were supplied with report and accompanying papers for publication and consequent circulation to the Scrutiny Commission Chair:</p> <p>E. Urgent Item of Business – Call-in</p>							

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:

Les Williamson, Director of Community Services

11. Decision to be actioned by:

Alan Jenks, Head of Housing
Dawn Saxby, Executive Officer Housing Strategy
Corrine Firbank, Principal Solicitor
Catharine Osborne, Accountancy Technical Officer
Carol Loftus, Housing Needs Manager
Keith Watts, Tenancy Services Manager

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

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

14 July 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 – Member Services Manager
B. Date decision validated and published:	15 July 2009
C. Date Call-in procedure ends (if appropriate) – 4.30 pm on:	N/A
D. If 9D or 14A is answered give date of public notice:	N/A
E. File Ref and Officer Ref:	H236JUL14.DOC / CH
F. If Special Urgency Provision (14B above) has been applied please confirm that relevant item will be included on next Council Agenda:	N/A