

HARROGATE BOROUGH COUNCIL DECISION NOTICE	
Cabinet Member for:	Housing
Date of Decision:	15 December 2009
1. Decision No/ Your Ref:	Hsg 19/09/10
1a. Wards affected:	Knaresborough
2. Subject:	Hewitson Court Warden Supported Scheme – Conversion of guest bedroom
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: (Completion of this Section is a statutory requirement)	
Please state:	
A. Decision/s made:	
	The Cabinet Member (Housing) has approved the conversion of one of two guest bedrooms at the Hewitson Court Warden Supported Scheme together with an adjoining bedsit at 32 Hewitson Court, to form a two bedroom flat.
B. Reason/s for making decision:	
	In order to maintain eligibility for concessionary television licences an alternative use needs to be found for the second guest bedroom at Hewitson Court.
C. Alternative options considered and rejected:	

To continue to use the second guest bedroom at Hewitson Court for its intended purpose. This is not being recommended as tenants at the scheme have indicated they would prefer to maintain eligibility for concessionary television licences.

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:

- | | |
|---|------|
| A. The number of appendices: | 0 |
| B. The number of background papers and their location/file reference: | None |
| C. The number of any additional papers considered which are to form part of the 'definitive report' on the matter: | None |

7. Was all or any part of the report deemed to be exempt? No

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: | |
| B. Is there an Exempt Decision Notice? | No |

9. A. Is this a Key Decision?	No
<small>(Key Decisions are subject to the 5 working days Call-in procedure and must not be actioned until notification to proceed has been received)</small>	

If so, please state:

- | | |
|--|-----|
| B. Forward Plan reference number: | N/a |
| 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
(Overview and Scrutiny Procedure Rule 16b)

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
Alan Jenks, Head of Housing
Dawn Saxby, Executive Officer Housing Strategy
Corinne Firbank, Legal
Catharine Osbourne, Finance
Jenny Wood, Principal Development Officer
Hollie Batters, Graduate Trainee

11. Decision to be actioned by: (Please state name and post title of the appropriate Officer who would need to be notified of validation and Call-in)

Alan Jenks, Head of Housing

12. Please confirm that all Officers required to be consulted prior to forwarding this Decision Notice to the Member Services Section have been consulted: (e.g. Legal Services, Finance, Human Resources)

Yes

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

15 December 2009

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

(See Access to Information Procedure Rules 15 and 16)

A. Call-in to apply: (Access to Information Procedure Rule 15)

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):**
(Access to Information Procedure Rule 16)

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:** 15 December 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:** H247DEC15.doc/CB
- F. If Special Urgency Provision (14B above) has been applied please confirm that relevant item will be included on next Council Agenda:**