



DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the [Council's Constitution](#))

Subject: Local Lettings Plan – Local Authority Housing Fund properties

Staff Contact: Tracy Jackson

Executive Member: Richard Protheroe
Portfolio: Jeannette Thomas

1. **Decision**

To approve the Local Lettings Policy which sets out the criteria for letting properties purchased by Stevenage Borough Council via the Local Authority Housing Fund.

2. **Reasons for the decision**

The allocation of these properties sits outside the Allocations Policy, so a Local Lettings Plan is required to allow homes to be allocated to eligible applicants of a particular description. This is allowed under the Housing Act 1996 (section 166A(6)(b)).

3. **Alternative options considered and rejected ²**

Properties can't be made available via Choice Based Lettings because according to regulations and objectives of the fund, properties must be let to the eligible cohort. The eligible cohort won't meet the eligibility criteria for the Housing Register so direct lets will be required.

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

Jeannette Thomas; Deputy Leader of the Council, Executive member, Housing & Housing Development and Richard Henry, Leader of the council were consulted and both approved the Local Lettings Policy.

(b) Comments of other consultees ⁵

Participation in the Local Authority Housing Fund was approved by all members of the March Housing Development working group.

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: ...RICHARD PROTHEROE (Signature redacted).....

Title: ...Strategic Director..... Date: 29 August 2023.....

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

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¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.