

DECISION RECORD ¹

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

Subject: Tenancy Audit Policy

Staff Contact: Amanda Rogers

Tel: 07810 154833

Cabinet Member: Councillor Loraine Rossati

Portfolio: Housing

1. **Decision**

To approve and adopt the Tenancy Audit Policy 2026-2028

2. **Reasons for the decision**

To establish a clear and consistent approach to carrying out tenancy audits across the Councils housing stock, supporting effective tenancy and property management, safeguarding and fraud prevention. The policy supports compliance with relevant legal and regulatory requirements and provides a framework for maintaining accurate tenancy information, verifying lawful occupation and identifying property condition, tenancy compliance, safeguarding and support issues.

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

No alternative options were considered. The Council is required to maintain appropriate oversight and understanding of its housing stock and tenant households in order to meet its regulatory responsibilities. The Tenancy Audit Policy provides the framework for delivering a consistent approach to tenancy audits and supporting compliance with these requirements.

4. **Consultation**

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

The Cabinet Member for Housing reviewed the Tenancy Audit Policy and provided comments and suggested amendments. These were considered and incorporated where appropriate, with further clarification on the remaining points. The Cabinet Member confirmed that she was content with the policy as amended.

(b) Comments of other consultees ⁵

The Tenancy Audit Policy was presented to the Executive Housing Working Group in July 2026, with members invited to provide feedback. No additional comments were received.

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

Signed:

Title:

Date:

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

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 Cabinet Member consulted. If a Cabinet 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 Cabinet Member before proceeding. In some cases, it will be necessary to consult more than one Cabinet 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.