

Decision No: CMM – 7 10/09/08

KEY

Forward Plan No: HSG 2375

This record relates to Agenda Item 44 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** HOUSING MANAGEMENT LIFT  
CONDITION REPORT

**AUTHOR:** SIMON THROP

### **THE DECISION**

- 1 That the recommendation to tender for a long term agreement (9 years) for the maintenance, repair and refurbishment of all HRA lifts be approved.
- 2 That the Director of Adult Social Care & Housing be given delegated powers to approve the award of the contract for the repair, maintenance and refurbishment of the HRA lifts, following financial due diligence and cost comparisons of the tenders offered under OJEU, following consultation with the Cabinet Member for Housing.

## **REASON FOR THE DECISION**

1 To enable the council to be compliant in its responsibilities as a landlord it needs to ensure a new contract is in place by the end of this financial year. Taking into account the need to comply with the European tendering regulations and the need to give any new contractor a lead in period of a minimum of 2 months, to ensure he has completed his initial surveys, and transferred the maintenance history from the existing contractor the council needs to commence tender procedures no later than the 12 September 2008.

2 The Area Panel, Housing Management Consultative Committee and Cabinet preparation timetable does not allow enough time for consultation, completion of the analysis, consultation with leaseholders and residents or the dealing with issues arising during negotiations or financial diligence, as well as being ready to request approval to award the contract to meet the 1 April deadline. In view of this it is requested that authority to enter into the contract be delegated to the Director of Adult Social Care & Housing in consultation with the Cabinet Member.

## **DETAILS OF ANY ALTERNATIVE OPTIONS**

1 The first option considered is to continue extending the existing contract. This is considered to be poor value for money and does not allow the council a quick and effective process to manage major breakdowns leading to major repairs.

2 The second option was to tender for a new short term contract from 1 to 5 years. This does not give the same economies of scale that a larger contract would and does not allow the introduction of all the necessary major refurbishment/repairs in the life of the contract which would allow the council to seek a reduction in its annual comprehensive service cost as the risk of failure reduces as the lifts are refurbished.

3 A 9 year all in comprehensive services contract with the major refurbishment/repair contract gives the best economies of scale and allows efficiencies as the contractor's risk is reduced following major works. 9 years also ensures that the council is not looking to retender to many large contracts all at the same time in allowing better use of resources. The use of an all in contract will also improve response time for residents with no debate between repair and refurbishment contractors over who is responsible for maintenance issues.

## **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

## **CONFLICTS OF INTEREST**

None

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

10 September 2008

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

10 September 2008

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**10-17 September 2008**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 8

KEY

Forward Plan No: HSG 3272

This record relates to Agenda Item 45 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** TV AERIAL INSTALLATIONS

**AUTHOR:** PETER MATTHEWS

### **THE DECISION**

1 That the Cabinet Member for Housing approve the recommendation to tender for a 20 year citywide contract to lease and maintain an IRS (integrated reception system) digital aerial systems with a secondary system for foreign language channels for all HRA blocks with existing communal aerial systems.

2 That the Director of Adult Social Care & Housing be given delegated powers under CSO 9.1 to approve the award of the contract for the such a system, following financial due diligence and cost comparisons of the tenders offered under an OJEU tendering process, following consultation with the Cabinet Member for Housing.

### **REASON FOR THE DECISION**

1 That the recommendation to tender for a 20 year citywide contract to lease and maintain an IRS (integrated reception system) digital aerial systems with a secondary system for foreign language channels for all HRA blocks with existing communal aerial systems, be approved.

2 That the Director of Adult Social Care & Housing be given delegated powers under CSO 9.1 to approve the award of the contract for the such a system, following financial due diligence and cost comparisons of the tenders offered under an OJEU tendering process, following consultation with the Cabinet Member for Housing.

3 The table below sets out the capital outlay against the leasing option - 20 years based on an IRS with secondary system and dual feed recordable satellite signals, e.g. sky plus. See Appendix A for alternatives

	<b>Capital Cost</b>	<b>Optional Maintenance</b>	<b>20y lease pa</b>
Medium/low rise with existing systems	723,020	45,760	£40
High Rise blocks	797,571	39,408	£52
<b>All medium/low rise blocks</b>	<b>1,520,591</b>	<b>85,168</b>	<b>£46</b>

4 The costs of adaptation/ conversion, upgrading or replacing the infrastructure of a communal aerial system that supports free-to-view channels and satellite services are deemed Housing Benefit eligible where levied as a service charge (Schedule 1, paragraph 1(a) (iii)).

5 Landlords should ensure that the money received from tenants who receive Housing Benefit should contribute this to the upgrade of their communal aerial system and be shown separately in the service charge schedule.

6 Paragraph 1(a)(iii) of schedule 2 in the Housing Benefit Regulations were amended in April 2007 to ensure that Housing Benefit service charges relating to the relay of Freeview channels via communal aerial systems continue to be eligible for Housing Benefit. (See JSA Regs, Sch 2, para 16(1)(b); IS (Gen) Regs, Sch 3, para 17(1)(b); SPC Regs, Sch II, para 13(1)(b).)

7 There is no benefit available to assist with any rental or purchase of television equipment, nor for subscription charges or license fee payments. It is the intention that Housing Benefits contribute to a service charge or an increase in service charges and therefore cover the maintenance of the communal aerial system but not the initial capital cost.

8 It would not be appropriate for Housing Benefits to cover the costs of additional pay to view channels i.e. over and above the free-to-view channels that are accessible via digital TV through an aerial (Freeview) or satellite. Additional subscriptions to pay for TV services should be treated in the same way as licence and rental fees. This includes all cable and broadband services.

For more information visit the Department for Work and Pensions website:  
<http://www.dwp.gov.uk/publications/dwp/dmg/memletrs/m-10-07.pdf>

9 Consultation with residents to date has shown that should the charges be within the estimated levels of £40-45 per annum, it would be an acceptable cost for maximising choice in the TV viewed and to have a maintenance service that responds quickly to breakdowns, freeing the capital outlay needed for other capital works.

## DETAILS OF ANY ALTERNATIVE OPTIONS

Install MATV system to all blocks with a maintenance agreement:

1 This would give access to Freeview only, giving no choice for other channels or foreign language channels unless residents installed either a satellite dish or Cable TV. The cost of this is estimated at £1.4m (excluding maintenance) and includes recabling as the existing wiring is in a poor condition.

2 The cost of providing a simple MATV system on a four year programme to all blocks of flats is as follows

	Medium/low rise	High rise	Total
Total	£298,000	£331,000	£629,000

3 These costs would need to be depreciated over 20 years reducing the council's capital outlay enabling us to maximise the council's capital budgets. These costs do not include any annual service contract which would need to be added to the depreciation to calculate the annual service charge.

Install IRS to all blocks with a maintenance agreement:

4 While this gives full choice of channels it excludes any diversity by not giving access to foreign language channels. See appendix A for estimated costs.

Install IRS with secondary system for foreign language channels to all blocks with a maintenance agreement:

5 This meets the government's and the council's criteria. However, as with all options above the capital outlay has not been allowed for in the business plan. See Appendix A for estimated costs

Lease an IRS with secondary system for 10 or 15 years.

6 Similar to the recommended option but lease for only 10 years. The reason for recommending 20 year is that it allows the leasing company to spread their risk over the life of the installation enabling them to give lower annual costs. Re-tendering after 10 years could give the benefit of the remaining 10 years life of the equipment to others. See appendix A for estimated cost comparison.

Capital depreciation

7 In addition to looking at leasing the systems the council have also looked at the possibility of installing the capital part of the all options and then depreciating the cost of the installation over the life of the system, the setting up of a sinking fund to cover the cost of replacing the system in 20 years time. The disadvantage of this is the need for a capital outlay up front and risk of future proofing is covered by the council.

Other options

8 There are two further options open to the council: the first is Cable (IPTV). Unfortunately, unless Virgin have 75% of residents in a specific block signed up to its' services they will not install it. This is a subscription service (pay for view) and would require the council to ask individuals on low incomes to pay for the basic service.

9 The second further option is 'broadband'. This is suitable for individuals [not sure what this means] but would require everybody in a block to have access via a computer. This is the long term option but presently the infrastructure is missing and it is pay for view at present.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

**CONFLICTS OF INTEREST**

None

**CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

**Date:**

10 September 2008

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

10 September 2008

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**10-17 September 2008**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*



Decision No: CMM – 9

KEY

Forward Plan No: HSG 3270

This record relates to Agenda Item 46 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** DOOR ENTRY SYSTEMS, CCTV AND ALARMS

**AUTHOR:** PETER MATTHEWS

### **THE DECISION**

- 1 That the Director of Adult Social Care and Housing be instructed to procure term contract for the service repair and provision of Door Entry Systems, CCTV and Alarm Systems.
- 2 That the Director of Adult Social Care & Housing be given delegated powers to approve the award of a 10 year contract for Door Entry Systems, CCTV and Alarm Systems to HRA properties, following financial due diligence and cost comparisons of tenders and in consultation with the Cabinet Member for Housing.

**REASON FOR THE DECISION**

1 The prime reason for the decision requested at 2.1 is that the council is required by its own Financial Regulations to subject supply arrangements to market testing and to obtain value for money in procuring supplies and services. The provision, maintenance and testing of fire alarms is required by regulation. The provision of other security systems is a key requirement of residents. Financial Regulations and the Constitution require that Cabinet authorise procurement of contracts estimated to be over £500,000.

2 The reason for the decision requested at 2.2 is that the council is required to procure this contract within a strict timetable. The cabinet preparation timetable does not allow enough time for completion of the analysis, consultation with leaseholders and residents or financial diligence, as well as being ready to request cabinet approval to award the contract by the deadline date of 9 February for the March cabinet members meeting or for the prior housing management consultative committee on 20 January.

In view of this it is requested that authority to enter into the contract be delegated to the Director of Adult Social Care & Housing in consultation with the Cabinet member

Housing Cabinet Approval	10/09/08	10/09/08
Place advert in OJEU for Expression of interest	11/09/08	11/09/08
Close of Expression of Interest period	12/09/08	03/11/08
Evaluate Expressions and Shortlist	04/11/08	17/11/08
Issue Invitation To Tender	18/11/08	12/01/09
Evaluate Tenders	13/01/09	30/01/09
Issue Contract	12/02/09	12/02/09
Mobilisation for commencement 1/04/09	13/02/09	26/03/09
Or :		
Report to Housing Cabinet	09/02/09	11/03/09
Alcatel period	12/03/09	25/03/09
Issue contract	26/03/09	26/03/09
Mobilisation	27/03/09	07/05/09

**DETAILS OF ANY ALTERNATIVE OPTIONS**

1 Under current fire safety regulations, it is obligatory that particular blocks of flats should be provided with well maintained fire alarm systems. The provision, maintenance and testing of fire alarm systems is not avoidable.

2 CCTV and Door Entry Systems are not obligatory. It is therefore a legitimate option that these systems be dispensed with. To do so, however, would severely reduce the security of those blocks and be contrary to residents' expressed requirements.

3 Provision of doors by the Repair & Maintenance partnering contractor is a realistic option that will be integral to the proposed contract. The cost of provision of new doors is dependant upon the specification required and the particular details of the block entrance. As a guide to costs, a new door in timber would cost around £1500, and in steel £5000. Provision of glazed door screens would be additional, as would any specific modifications, such as automatic door opening, required as provision for disabled persons.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

**CONFLICTS OF INTEREST**

None

**CONFIRMED AS A TRUE RECORD:**

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**Date:**

10 September 2008

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

10 September 2008

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

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**Call-In Period**

**10-17 September 2008**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 10

KEY

Forward Plan No: HSG 3793

This record relates to Agenda Item 47 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** EXPENDITURE OF THE 2007/2008  
PRIVATE SECTOR HOUSING  
RENEWAL GRANT ALLOCATION AND  
AMENDMENTS TO THE COUNCIL'S  
HOUSING RENEWAL ASSISTANCE  
POLICY

**AUTHOR:** MARTIN REID

### **THE DECISION**

(1) That the following be approved;

1 Expenditure within Brighton & Hove of £2,776,000 of the 2008/09 BEST Housing Renewal Grant allocation in accordance with the council's Housing Renewal Assistance Policy (as amended), with provision to carry over any part of this amount to the following and/or future financial years;

2 Such expenditure to be targeted on the various forms of assistance identified as Policy Tools in the Council's Housing Renewal Assistance Policy, and/or in accordance with the approved Home Safety and Security initiative and other relevant approved programmes;

3 Payment of the remaining £2,397,000 of the £5,173,000 Housing Renewal Grant allocated for the 2008/09 Brighton & Hove East Sussex Together (BEST) programme to the five East Sussex authorities in accordance with an agreed distribution profile.

4 Expenditure of £440,000 of Brighton & Hove's 2008/09 BEST Housing Renewal Grant allocation as a 40% local authority contribution to match fund the government's contribution towards Disabled Facilities Grants or other relevant works under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 and expenditure of the £660,000 government contribution to this programme.

(2) It is further recommended that the Cabinet Member for Housing approves the following amendments to the council's current Private Sector Housing Renewal Assistance Policy:

5 Eligibility for Decent Homes Assistance and Decent Homes Loans to be extended to include provision for the repair or replacement of any building component that is in a condition of substantial disrepair, and/or provision of one or more of the 'modern facilities and services' specified in the Decent Homes Standard in accordance with the provisions set out in this report;

6 The maximum limit on Decent Homes Assistance to be increased from £25,000 to £50,000 (or 50% of the equity, whichever is the lesser);

7 Amendment of the required minimum period for ownership and occupation by the applicant prior to the date of application from one year to six months for the purpose of Decent Homes Assistance and Decent Homes Loans;

8 The maximum limit on Decent Homes Loans to be increased from £15,000 to £20,000 and the minimum age requirement for Interest Only and Interest Roll-up Loans to be set at 60, with provision for amendment in accordance with any future changes to the relevant lending criteria;

9 Eligibility for Common Parts Assistance and Common Parts Loans to be extended to cover the cost of appropriate repairs or replacement of any key component(s) of the common parts of the building that is(are) in a condition of substantial disrepair in accordance with the provisions set out in this report;

10 Amendment of the required minimum period for ownership and occupation by the applicant prior to the date of application from one year to six months for the purpose of Common Parts Assistance and Common Parts Loans;

11 The maximum limit on Common Parts Loans to be increased from £15,000 to £20,000 and the minimum age requirement for Interest Only and Interest Roll-up Loans to be set at 60, with provision for amendment in accordance with any future changes to the relevant lending criteria;

12 The levels of grant available through Empty Properties Assistance to be increased in accordance with the provisions as set out in this report;

13 Removal of the eligibility deadline for HMO Licensing Grants to enable landlords who have purchased licensable properties since the original deadline to be eligible for an HMO Licensing Grant;

14 Extension of the scope of HMO Licensing Grants to enable the provision of amenities beyond the council's HMO Licensing Standards in relevant cases, and provision for the maximum limit of grant to be increased appropriately to facilitate this;

- 16 Amendment of the Landlords Minor Heating Grant to include provision of grant-aided energy efficient central heating as an incentive to landlords served with improvement notices not to install inefficient electric heating systems;
- 16 Amendment of the Landlords Minor Heating Grant to include installation of a gas supply and meter in cases when this is necessary and to increase the maximum level of grant to cover the reasonable cost of such works.
- 17 Amendment of the Landlords Minor Heating Grant to enable accredited landlords to obtain assistance for the replacement of old or defective central heating boilers.
- 18 Amendment to the HMO Energy Innovation Grant scheme to extend it to all relevant licensed HMOs;
- 19 A new Temporary Accommodation Energy Innovation Grant to provide assistance for energy efficiency measures in private sector properties used as temporary accommodation for homeless households;
- 20 A new Temporary Accommodation Adaptations Grant to be created to provide assistance towards the cost of including wheelchair accessibility and/or other appropriate adaptations to properties leased to the council for the accommodation of homeless households;
- 21 Amendment to the Disabled Facilities Assistance scheme to widen the scope of assistance provided in accordance with the provisions as set out in this report;
- 22 The maximum limit on Disabled Facilities Assistance to be increased from £25,000 to £50,000(or 50% of the equity, whichever is the lesser)
- 23 Amendment of the Occupiers Minor Adaptations Grant to enable certain types of straightforward adaptations to be carried under this scheme (subject to confirmation of changes to relevant funding arrangements);
- 24 Provision for the payment of Land Registry search fees from Housing Renewal funding;
- 25 Provision for an allocation of up to £20,000 per year during the period 2008/2011 for marketing and promotion of the various forms of Housing Renewal Assistance in the Housing Renewal Policy.
- 26 Provision for future amendment of the Housing Renewal Assistance Policy to be delegated to the Assistant Director of Housing in consultation with the Cabinet Member for Housing.
- 27 It is recommended that the Cabinet Member for Housing approves 1 October 2008 as the commencement date for all of the amendments to the Housing Renewal Assistance Policy specified in this report.

## **REASON FOR THE DECISION**

The recommended proposals set out in this report will enable the council to deliver an important programme of private sector housing renewal. This will help to maximise the council's ability to enable private sector residents to live in homes that are decent, energy efficient, in reasonable repair and adapted to the needs of disabled occupiers.

## **DETAILS OF ANY ALTERNATIVE OPTIONS**

1 The main alternative to the proposals for amending the council's Housing Renewal Policy would be to maintain the present policy as it is.

2 Experience of operating the current policy as it stands indicates that taking no action would result in a major shortfall of expenditure under the programme, particularly bearing in mind the increased indicative allocations for 2009/10 and 2010/11.

## **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

## **CONFLICTS OF INTEREST**

None

## **CONFIRMED AS A TRUE RECORD:**

**We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision**

### **Date:**

10 September 2008

### **Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

### **Signed:**



### **Proper Officer:**

10 September 2008

Mark Wall, Head of Democratic Services

### **Signed:**





**SCRUTINY**

**Note: This decision will come in to force at the expiry of 5 working days from the date of publication subject to any review under the Council's Scrutiny 'Call-In' provisions.**

**Call-In Period**

**10-17 September 2008**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*

Decision No: CMM – 11

KEY

Forward Plan No: HSG 2160

This record relates to Agenda Item 48 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** CONSULTATION DRAFT: HOUSING STRATEGY 2008-2013: HEALTHY HOMES, HEALTHY LIVES, HEALTHY CITY (INCORPORATING THE DRAFT OLDER PEOPLE'S HOUSING STRATEGY AND DRAFT LGBT PEOPLE'S HOUSING STRATEGY

**AUTHOR:** ANDY STANIFORD

### **THE DECISION**

1 That the draft Housing Strategy 2008-2013 (Appendix 1) incorporating the draft Older People's Housing Strategy (Appendix 2) and draft LGBT People's Housing Strategy (Appendix 3), be approved.

2 That the Assistant Director of Housing and the Housing Strategy Manager be authorised to carry out minor amendments to the draft strategies prior to publication. Any substantial changes will be agreed jointly with the Cabinet Member.

### **REASON FOR THE DECISION**

For the strategy to be a success it must reflect the needs, wishes and aspirations of a wide range of partners, stakeholders and the public. A phased approach to the development of the strategies combined with a staged approval process seeks to ensure a shared ownership of the strategy and desire to achieve positive outcomes for local people and the city that will achieve more by working in partnership that could be achieved otherwise.

## DETAILS OF ANY ALTERNATIVE OPTIONS

Each stage of the strategy development process has resulted in the consideration and streamlining of a range of options. These drafts contain a wide range of proposals which will be further refined in light of the upcoming consultation findings to enable us to produce the final drafts and accompanying action plan in the new year.

## OTHER RELEVANT MATTERS CONCERNING THE DECISION

None

## CONFLICTS OF INTEREST

None

## CONFIRMED AS A TRUE RECORD:

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 and is a true and accurate record of that decision

### Date:

10 September 2008

### Decision Maker:

Councillor Maria Caulfield  
Cabinet Member for Housing

### Signed:



### Proper Officer:

10 September 2008

Mark Wall, Head of Democratic Services

### Signed:



## SCRUTINY

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### Call-In Period

**10-17 September**

Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in (*if applicable*)

Decision No: CMM – 12

KEY

Forward Plan No: HSG 2635

This record relates to Agenda Item 49 on the agenda for the Decision-Making

## **RECORD OF CABINET MEMBER DECISION**

**DECISION-MAKER:** COUNCILLOR MARIA CAULFIELD

**PORTFOLIO AREA:** HOUSING

**SUBJECT:** LEARNING DISABILITY SHORT BREAKS POLICY

**AUTHOR:** NAOMI COX

### **THE DECISION**

- 1 That the short breaks policy and assessment tool be approved.
- 2 That short breaks policy be implemented from the beginning of October 2008.

### **REASON FOR THE DECISION**

Adopting a fair and transparent system for assessing need and allocating short breaks for family carers.

### **DETAILS OF ANY ALTERNATIVE OPTIONS**

The alternative option was to leave the short breaks service as it was which would result in an inequitable allocation for families, a long waiting list for weekend breaks and the under use of Pioneer House in the week.

### **OTHER RELEVANT MATTERS CONCERNING THE DECISION**

None

### **CONFLICTS OF INTEREST**

None

### **CONFIRMED AS A TRUE RECORD:**

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**Date:**

10 September 2008

**Decision Maker:**

Councillor Maria Caulfield  
Cabinet Member for Housing

**Signed:**



**Proper Officer:**

10 September 2008

Mark Wall, Head of Democratic Services

**Signed:**



**SCRUTINY**

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**Call-In Period**

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Date of Call-in *(if applicable) (this suspends implementation)*

Call-in Procedure completed *(if applicable)*

Call-in heard by *(if applicable)*

Results of Call-in *(if applicable)*