

 <b>GUILDFORD BOROUGH</b>	<b>RECORD OF EXECUTIVE DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY</b>
<b>SUBJECT:</b>	To extent the lease for 3-5 York road for 3 years to cover the transition during the refurbishment.
<b>KEY DECISION* Yes/No</b>	No
<b>Ward(s) affected:</b>	Holy Trinity
<b>NAME AND DESIGNATION OF OFFICER TAKING DECISION:</b>	Andrew Smith
<b>SOURCE OF AUTHORITY TO TAKE DECISION:</b>  <b>Either: Executive Decision (please include date of meeting)</b>  <b>Or: Scheme of Delegation to Officers</b>	<i>Council Constitution dated , Part 3, Page 3-53, paragraph 35:</i>  In consultation with the Chief Finance Officer and appropriate lead councillor and subject to being satisfied that the Council will receive the best consideration reasonably obtainable to accept terms for the granting, renewing, reviewing and varying of leases of Council-owned land and property held in the Housing Revenue Account.
<b>CONSULTATIONS:</b>  <b>(a) Relevant Lead Councillor(s):</b> <b>Comments:</b>  <b>(b) Local Ward Councillor(s):</b> <b>Comments**:</b>  <b>(c) Officers (state names):</b> <b>Comments:</b>	Julia Mcshane Leader of the council and Lead for Housing Services  John Redpath, Maddy Redpath and John Rigg
<b>DETAILS OF DECISION:</b> (attach additional sheets if required)	To extend the lease of 3-5 York road to enable the refurbishment and still provide accommodation on site.
<b>Reasons for Decision:</b>	3-5 York road is used as emergency homeless provision and needs to remain open on site during refurbishment works. The current provider is the only local provider that is able to manage the building in its current condition and provide 24/7 cover.
<b>Details of any alternative options considered and rejected when making the decision:</b>	Close to refurbish but as a the only 24/7 emergency provision for single homeless the impact could mean an increase in rough sleeping as alternative provision outside Guildford.

<b>Details of any conflict of interest declared by any executive councillor who is consulted in relation to this decision:</b>	None
<b>Contact Officer:</b> <b>Service:</b> <b>Direct Line:</b> <b>File Ref:</b>	Siobhan Kennedy Housing Advice Services  01483 444247
<p>I hereby take the decision referred to above, for the reason(s) stated.</p> <p style="text-align: center;"></p> <p>Signed</p> <p>Job title of decision maker: Executive Head of Housing</p> <p>Date decision taken: 22 March 2023</p> <p>Date decision may be implemented, subject to call-in provisions***: <b>See note below</b></p>	
<p><b>IMPORTANT NOTES (PLEASE READ):</b></p> <p><b>WHAT SHOULD BE PUBLISHED?</b> All officer decisions which are key* decisions <b>and</b> other executive decisions listed in the scheme of delegation to officers, or which have been specifically authorised by the Leader/Executive, which require prior consultation with the Leader, a lead councillor, or a local ward member **. Call-in *** of an officer decision should only apply if such a decision is a key decision. There is no legal requirement to publish on the website any such decisions which contain confidential or exempt information. (see points 7 and 8 below).</p> <p><b>ACCESS TO INFORMATION PROCEDURE RULES</b> Unless the details of this decision or any accompanying report or background paper contain confidential or exempt information (see note below), you <u>MUST</u> ensure that, as soon as reasonably practicable after making this decision,</p> <ol style="list-style-type: none"> <li>(1) send a copy of this record of decision, together with any relevant report or background paper referred to therein, to Committee Services so that it may be uploaded to the website; and</li> <li>(2) make a copy of this record of decision, together with any relevant report or background paper referred to therein, available for inspection by the public at the Council offices.</li> </ol> <p>This record, together with any relevant report or background paper, must be retained for six years following the date of the decision.</p> <p><b>*KEY DECISION</b> a “key decision” is an <i>executive</i> decision which is likely to:</p> <ol style="list-style-type: none"> <li>(i) result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or</li> <li>(ii) have a significant impact on two or more wards within the Borough.</li> </ol> <p>Please note that before a key decision can be taken lawfully, public notice of intention to make it must appear in the published Forward Plan for at least 28 days before the date on which the key decision is proposed to be made. If the decision is more urgent, it will become subject to urgency provisions, in which case please contact Committee Services.</p> <p><b>**CONSULTATION WITH LOCAL WARD COUNCILLORS</b></p>	

Where a decision affects a particular area or locality, the scheme of delegation requires officers to undertake routine notification, and consultation where appropriate, of local ward councillors.

**\*\*\*CALL-IN**

Any executive decision made by an officer under delegated authority may only be implemented on the expiry of five working days after the day of publication of the decision. During this time, the decision may be called in by councillors for review by the Overview and Scrutiny Committee. You will be informed by Committee Services if this happens.

**CONFIDENTIAL / EXEMPT INFORMATION<sup>1</sup>**

If this record or any document (or part of a document) referred to herein contains confidential or exempt information, the requirement to make this record or any such document available on the website or for inspection by the public at the Council offices is removed. In such circumstances, you must still retain the record for six years for audit trail purposes, and send a copy of this record, together with any relevant report or background paper referred to therein, to Committee Services, who will circulate it to all councillors.

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<sup>1</sup> If you are unsure as to what constitutes confidential or exempt information, please see Guidance or contact Committee Services