

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

| DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i> | |
|---|---|
| Title of report | Fixed Service Charge |
| Decision-maker | Deputy Leader and Cabinet Member for Housing Management |
| Earliest date when decision can be taken | 1 April 2014 |
| Key decision – Yes/No? | Yes |
| Date published on forward plan | 3 January 2014 |
| Date sent to cabinet member | 24 March 2014 |
| Recommendation | <ol style="list-style-type: none"> 1. That in accordance with the Cabinet decision on 22 October 2013, to develop a policy to offer all leaseholders the option to surrender their current lease for a new lease on a fixed service charge basis, the Deputy Leader and Cabinet Member for Housing agrees the policy outlined below. This offer would be made once only to each leaseholder and would be kept open for a limited period. 2. That the Deputy Leader and Cabinet Member for Housing notes the risk to the HRA should any leaseholder with a fixed service charge lease apply for a lease extension. |

| ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i> | |
|--|---|
| Lead officer | Martin Green, Head of Specialist Housing Services |
| Report author | Louise Turff, Service Charge Construction Manager |
| Contact Number | 020 7525 7558 |

PART B

(Cabinet member to complete this section)

DECISION(S)

Agree recommendation

REASONS FOR DECISION

As in report

**ALTERNATIVE OPTIONS
CONSIDERED**

As in report

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

As in report

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

None

DECLARATION

I approve/~~reject~~ the recommendations set out in the report.*

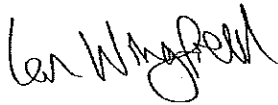
or

~~I approved an alternative course of action set out in Part B.*~~

or

~~I have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)



Signed..... Dated.....01.04.2014.....

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.

