

To: All Councillors

When calling please ask for:  
Kisi Charlemagne-Smith, Senior Governance  
Officer  
**Policy and Governance**  
E-mail: [ben.bix@waverley.gov.uk](mailto:ben.bix@waverley.gov.uk)  
Direct line:  
Calls may be recorded for training or monitoring  
Date: 29 September 2023

Dear Councillor

A Meeting of the EXECUTIVE CO-PORTFOLIO HOLDER FOR HOUSING DECISIONS was held on Thursday, 28 September 2023. The Decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON FRIDAY, 6 OCTOBER 2023**. Members must notify Susan Sale, Executive Head of Legal & Democratic Services, by e-mail, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **five non-Executive Members may call-in** a decision of the Executive for scrutiny.

Members should contact their Chairman or Vice-Chairman before calling any items in.

Yours sincerely

SUSAN SALE  
Executive Head of Legal & Democratic Services

## **NOTE FOR MEMBERS**

The item numbers below correspond to the item numbers on the Agenda.

### **AGENDA**

#### **5 HOUSING ASSET MANAGEMENT IT SOLUTION (PART EXEMPT)**

Having considered the comments of the Landlord Services Advisory Board (Executive Working Group), the Executive Co-Portfolio Holder for Housing, Cllr Paul Rivers,

**RESOLVED to,**

1. Approved the strategy used to procure an AMS, comprising of a direct award of over £100,000
2. Approved following the framework guidance on issuing direct award to MIS Active Management System through the Vertical Application Solution, a Crown Commercial Framework Agreement, RM6259; and
3. Approved the delegation of authority to award the resultant contract to the Executive Head of Housing.

**Reason(s) for Recommendation:**

Following a comprehensive review into the service needs and research into what is available on the market, one product has been identified. It is the only product on the market that meets our user needs, fulfils our technical requirements, and can be installed as a stand-alone system and not part of an integrated HMS.

#### **6 HOUSING REVENUE ACCOUNT BUY BACK EX-LOCAL AUTHORITY PROPERTY, WEYBOURNE, FARNHAM (PART EXEMPT)**

Having considered the comments of the Landlord Services Advisory Board (Executive Working Group), the Executive Co-Portfolio Holder for Housing, Cllr Paul Rivers,

**RESOLVED to,**

1. Approve the principle of the buy back on the terms set out in the report, and the use of the buyback reserve for this, together with any related professional costs and Stamp Duty Land Tax. Further approves the property being appropriated for Housing Purposes as part of the Housing Revenue Account.

2. Delegate to the Executive Head of Housing to approve the final terms of the purchase.
3. Grant delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of wording of any legal agreements related to the purchase.

**Reason(s) for Recommendation:**

To support the Council's ability to meet housing needs in the borough.

7 AIDS AND ADAPTATIONS HOME EXTENSION WORKS  
PROCUREMENT – FARNHAM (FULLY EXEMPT)

Having considered the comments of the Landlord Services Advisory Board (Executive Working Group), the Executive Co-Portfolio Holder for Housing, Cllr Paul Rivers,

**RESOLVED to,**

1. Approve an application for major adaptations to a council home to facilitate the needs of a resident disabled young person, with the agreed scheme budget subject to the Council entering into a joint funding agreement with Surrey County Council.
2. Approve the overall allocation from the Aids and Adaptations Budget to part fund the cost of the adaptations, and delegate authority to the Executive Head of Housing to enter into an agreement with Surrey County Council to fund the balance of the overall scheme costs.
3. Delegate authority to the Executive Head of Housing to procure and award a contract to carry out the adaptations referred to in the exempt report, subject to the Council entering into a joint funding agreement with Surrey Council.

**Reason(s) for Recommendation:**

The reason for making these recommendations to the Executive are so that the housing needs of a family with a disabled child are met.

**For further information or assistance, please telephone Ben Bix,  
Democratic Services Manager on 01483 523226**