


RECORD OF EXECUTIVE DECISION

Ref. (for Democratic Services only)	Date	Decision Maker	Decision	Reason for Decision	Alternative Options Considered	Conflicts of Interest Declared (and Dispensations granted by Standards Committee)	Consultation with Ward Member(s)	Subject to Call-in? Yes/No
		Portfolio Holder for Housing (Councillor Paul Honeywood)	To grant a new lease of 3 Lower Green House, Brightlingsea on similar terms as the lessee would be entitled to obtain pursuant to the statutory obligations to grant lease extensions under the LEASEHOLD REFORM, HOUSING AND URBAN DEVELOPMENT ACT 1993 (LRHUDA 1993)	To respond to an informal request served on the Council by the current lessee to extend their lease.	Not to respond to the request and/or not to grant a new lease but this risks the leaseholder submitting a formal notice under the Leasehold Reform, Housing and Urban Development Act 1993 and associated increased costs in dealing with the application.	None.	Not applicable.	Yes

URGENT DECISIONS ONLY (if non-urgent go to "Agreement to Decision" below):-

GENERAL EXCEPTION APPLIES? (Rule 15 Access to Information Procedure Rules)	YES/NO	If yes, has at least 5 clear days notice been given to the Chairman of the relevant overview and scrutiny committee?	YES/NO
SPECIAL URGENCY APPLIES? (Rule 16 Access to Information Procedure Rules)	YES/NO	If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?	YES/NO
EXEMPTION FROM CALL-IN APPLIES? Rule 16i Overview and Scrutiny Procedure Rules)	YES/NO	If yes, has the Chairman of the relevant overview and scrutiny committee's consent been obtained?	YES/NO

URGENT & OUTSIDE BUDGET OR POLICY FRAMEWORK? (Rule 6 Budget and Policy Framework Procedure Rules)	YES/NO	If yes, why is it not practical to convene a quorate meeting of full Council If yes, has the Chairman of the relevant overview and scrutiny committee	YES/NO
AGREEMENT TO DECISION:- Signed:-  Decision Maker		Date:-	Delegated Power Reference (in Part 3 of the Constitution):- Part 3.35 – Housing, Housing Management, Estates Management

Original signed copy to be retained by Service.
 Electronic copy to be sent to Katie Sullivan, Democratic Services Officer, for inclusion of relevant details into decisions list.