

RECORD OF EXECUTIVE DECISION

Ref. (for Democratic Services only)	Date	Decision Maker	Decision	Reason for Decision	Alternative Options Considered	Conflicts of Interest Declared <small>(and Dispensations granted by Standards Committee)</small>	Consultation with Ward Member(s)	Subject to Call-in? Yes/No
		Portfolio Holder for Housing (Councillor Paul Honeywood)	To grant a Deed of Variation, including a lease extension, in relation to the shared equity property at 19 Allfields, Dovercourt pursuant to the Leasehold Reform Act 1967	To respond to formal request and pursuant to the Leasehold Reform Act 1967.	Not to respond to the request and/or not to grant a new lease. However, the Leasehold Reform Act 1967 entitles leaseholders of qualifying houses the right to extend their leases in accordance with the Act and the Council is obligated to implement those provisions when it receives an application from a leaseholder meeting the specified criteria.	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:- Councillor P Honeywood – as confirmed by email dated 8 September 2021. Decision Maker	Date:- 8 September 2021 by email confirmation		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.