

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 23.09.22	Ref No:
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For publication.	
Title/Subject matter: Six Town Housing Annual Report to Tenants 2021/22 and Springs Tenant Management Cooperative's Annual Report to Tenants 2021/22	
Budget/Strategy/Policy/Compliance - Is the decision:	
(i) within an Approved Budget	Within budget
(ii) not in conflict with Council Policy	Not in conflict
(iii) not raising new issues of Policy	No new policy issues
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes - complete EIA and summarise issues identified and recommendations - forward EIA to Corporate HR]	No

Details of Operational Decision Taken [with reasons]:

All social landlords are required to produce an annual report to tenants, which must be published by the 1 October each year, in accordance with Homes England regulations. The Council, as landlord, has delegated the production of these reports to its Arm's Length Management Organisation, Six Town Housing.

These reports are intended to give a brief snapshot of performance and service delivery over the last financial year (2021/22).

The style of this year's reports are in the same format as last year's reports, showing performance results as icons for simplicity and easy reading. This format also allows for them to be displayed as posters.

The reports will be published on their own organisations websites and posters will be displayed on community noticeboards within managed neighbourhoods where possible. They will also be promoted through social media to tenants, customers and key stakeholders. Printed copies will be available upon request.

Approval is sought for the publication of these reports (copies attached). If this request is approved, it will enable these reports to be published by the 1 October 2022 and ensure compliance with Homes England regulations.

Decision taken by:	Signature:	Date:
Director of Housing (BGI)	<i>E Code.</i>	23.09.22
Members Consulted [see note 1 below]		
Cabinet Member/Chair	<i>GAmmis</i>	23.09.22
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**