
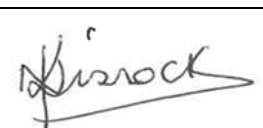


OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION

TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 05.02.25	Ref No: CC0013
Type of Operational Decision:	
Executive Decision <div style="display: inline-block; border: 1px solid black; width: 60px; height: 30px; text-align: center; vertical-align: middle;">X</div>	Council Decision <div style="display: inline-block; border: 1px solid black; width: 180px; height: 30px; text-align: center; vertical-align: middle;"></div>
Status: For publication.	
Title/Subject matter: Approval to top up and extend the Tenant Incentive Scheme until the 31 st of March 2030.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes (Housing Revenue Account)
(ii) not in conflict with Council Policy	Not in conflict
(iii) not raising new issues of Policy	No
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 <i>[with reasons]:</i> <p>In January 2023, the Council approved an allocation of £100,000 from the Housing Revenue Account (HRA), to enable delivery of a Tenant Incentive Scheme (TIS) from the 1st of February 2023 until the 31st of March 2025 (with an option to extend, subject to approval).</p> <p>The TIS is a voluntary scheme. It offers support and financial assistance to tenants to encourage them to right-size or move to more suitable accommodation according to their needs, thus enabling the Council to make best use of its housing resources.</p> <p>Successful tenants/households are given a basic payment of £1,000, plus £500 for removal expenses. An additional payment of £500 is awarded for each bedroom they give up. For example, a tenant moving from a 4-bedroom property to a 2-bedroom property would be entitled to £2,500. Payments will only be made once tenants have moved into suitable, alternative accommodation.</p> <p>To date, three households have received support from the scheme. A further six households have been approved and are currently waiting for suitable alternative accommodation to become available. It should be noted, due to demand from other priority groups such as care leavers and homeless people, it is taking longer than anticipated to source appropriate accommodation.</p>	

The Council continues to experience high demand for social housing, particularly larger three and four-bedroom family homes and adapted properties. It is therefore recommended that funding to the TIS is topped up to £100,000 and extended for five years to the 31st of March 2030.

Decision taken by:	Signature:	Date:
Executive Director (Strategy & Transformation)		06/02/2025
Director of Finance		12/03/2025
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
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.**