

**MINUTES OF THE CABINET MEMBER SIGNING
THURSDAY, 3 APRIL 2014**

Present: Councillor Claire Kober, Leader of the Council.

In Attendance: Xanthe Barker - Principal Committee Officer, Phil Harris - Deputy Director Community Housing Services, Perry Singh - Head of Housing Needs and Lettings (Interim).

MINUTE NO.	SUBJECT/DECISION	ACTION BY
HSP67.	<p>URGENT BUSINESS</p> <p>There were no items of urgent business.</p>	
HSP68.	<p>CONTRACTING OUT OF THE HOMELESSNESS REVIEW FUNCTION</p> <p>The Leader of the Council considered a report, previously circulated, which sought agreement to retrospectively approve the contracting out of the statutory homelessness review function to Housing Reviews Limited, with effect from 12 May 2012, until 30 April, when the contract ends.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i. That the contracting out of the statutory homelessness review function to Housing Review Limited be retrospectively approved, with effect from 1 May 2012, until 30 April 2014, when the contract ends. ii. That it be noted that the re-tendering of the homelessness review function was underway, to ensure seamless provision at the end of the life of the contract. iii. That it be noted that a further report would be needed seeking authority to contract out the homelessness review function to the winner of the tender. <p>Alternative options considered</p> <p>The only alternative to contracting out the function is to have a specialist Housing Review Officer on a senior grade, with additional administrative support. However, given the number of reviews this is not the best option in terms of value for money, neither is it sufficiently responsive to the peaks and troughs in the workload. Contracting out the reviews enables the Council to pay only for work done. Based on the costs of the tendered service over the past two years savings of 60% have been achieved.</p> <p>Reasons for decision</p>	

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	A decision is needed to regularise the contracting arrangements for the decision review function.	
HSP69.	NEW ITEMS OF URGENT BUSINESS	
	There were no new items of urgent business.	