

STEVENAGE BOROUGH COUNCIL

EXECUTIVE MINUTES

Date: Wednesday, 16 March 2022

Time: 2.00pm

Place: Council Chamber, Daneshill House, Danestrete, Stevenage

Present: Councillors: Sharon Taylor OBE CC (Chair), Mrs Joan Lloyd (Vice-Chair), Lloyd Briscoe, Rob Broom, John Gardner, Richard Henry, Jackie Hollywell and Jeannette Thomas.

Start / End Start Time: 2.00pm

Time: End Time: 5.18pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were submitted on behalf of Councillors Phil Bibby CC (observer) and Robin Parker CC (observer).

There were no declarations of interest.

2 MINUTES - 2 FEBRUARY 2022 AND 9 FEBRUARY 2022

It was **RESOLVED** that the Minutes of the meetings of the Executive held on 2 February 2022 and 9 February 2022 be approved as a correct record for signature by the Chair.

3 MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE AND SELECT COMMITTEES

It was **RESOLVED** that the following Minutes of the meetings of the Overview & Scrutiny Committee and Select Committees be noted –

Overview & Scrutiny Committee – 25 January 2022

Overview & Scrutiny Committee – 9 February 2022

Overview & Scrutiny Committee – 15 February 2022

4 COVID-19 UPDATE

The Executive considered an overarching verbal update report from the Strategic Director (TP), together with a short presentation from the Corporate Policy & Research Officer, providing information concerning the latest epidemiology statistics relating to the Covid-19 pandemic.

The Strategic Director (TP) advised that he hoped that this would be the final standing Covid-19 update to the Executive. If a new and significant Covid variant should come to light, then the position would be reviewed.

The Strategic Director (TP) stated that the Government had set out its “Living with Covid” plan, and from 24 February 2022 the legal requirement to self-isolate following a positive test had ceased. On vaccinations, the Government had confirmed that children aged between 5 and 11 in England would be offered a low dose vaccine in the Spring. A Spring Covid booster campaign was also anticipated for the Over 75s, those in Care Homes, or those who were immuno-suppressed.

In relation to Stevenage, the Strategic Director (TP) commented that the SBC Environmental Health Team were on standby to support Stevenage Doctors’ Surgeries to help reach out to those who were not fully vaccinated in order to improve protection within the community. The Council’s work with the homeless to encourage uptake of the vaccine continued. There were some specific rules in place for Independent Living Schemes, as specialist support officers were still required to conduct lateral flow tests before work and were required to isolate for ten days following a positive Covid test result. The SBC Business Continuity cell was still in place, and staff were required to isolate by remaining at home for five days following a positive Covid test result.

Officers responded to questions raised by Members as follows:

- the Covid infection level in parts of China and other countries was relatively high, primarily due to low vaccination take-up rates in some age groups, lower exposure to the virus related to the a zero tolerance policy on outbreak control, and the transmissibility of the Omicron variant;
- there was a dearth of information from the Government about the possible introduction of charging for Lateral Flow Test kits from 1 April 2022;
- whilst a good number of people had been vaccinated at recent Bedwell pop-up vaccination clinics, there was no significant change in the vaccination rate in that ward, which was still about 10% below the rates in other wards;
- even though the level of serious Covid infections had reduced, the importance of maintaining the message encouraging the unvaccinated to get vaccinated was acknowledged.

It was **RESOLVED** that the Covid-19 update be noted.

5 TOWNS FUND BUSINESS CASE - STEVENAGE ENTERPRISE CENTRE

The Executive considered a report seeking approval of the Towns Fund Business Case in respect of the Stevenage Enterprise Centre, which it was proposed would be located on the corner of Queensway and Park Place.

The Portfolio Holder for Environment & Regeneration advised that this was the final of the nine Towns Fund Business Cases. The project aimed to deliver a new commercial facility in the town centre, providing flexible workspace, small laboratories, and opportunities for community facilities. As the Council continued to support the Town Centre to diversify, this project would bring jobs to the heart of the town, which in turn would support existing businesses by increasing footfall and spend.

The Portfolio Holder for Environment & Regeneration explained that the project had received strong support from the Stevenage Development Board in December 2021. Since then officers had been working through some legal points to ensure that any scheme that came forward could comply with the subsidy control regulations. The Council's role for this project was likely to be as Accountable Body rather than lead partner or delivery organisation, and as such SBC would continue to work with the likely developer to refine the proposals.

The Strategic Director (TP) stated that the project was being promoted by a developer. To bring the project forward the developer would need to exercise an option on the land, to secure planning consent, and to secure an operator for a Life Sciences use of the Centre. The developer was reporting a strong level of commercial interest in operating the facility.

The Strategic Director (TP) commented that, were this project to come forward, it would create: 57,000 square feet of employment use within the town centre and 59 new jobs, as well as generating approximately £3M a year into the local economy. It would also help support the growth of the Stevenage Cell and Gene Cluster.

The Strategic Director (TP) advised that the Business case requested £4M from the Towns Fund, with match funding required for a further £8.7M. The Council had received independent commercial and legal advice on this matter. Two options had been identified, the first being a direct grant award in return for particular features which would benefit the local community (jobs, skills, training events, etc.), and the second being using the resource to own a share in the facility overall. These options would ensure that Council budgets would not be put at financial or commercial risk.

It was noted that the project had received the support of the Stevenage Development Board, and that the potential Gross Value Added (GVA) economic impact of the project, as set out in the Business Case, was significant.

It was **RESOLVED:**

1. That the endorsement of the project from the Stevenage Development Board be noted.
2. That the business case for the Stevenage Enterprise Centre be approved, and authority be delegated to the Strategic Director (TP) to submit the project summary to the Department for Levelling Up, Communities and Housing Towns Fund team on behalf of the Council (acting as Accountable Body).
3. That it be noted that, due to ongoing commercial discussions, this project will be subject to an updated business plan to be approved by the Executive prior to drawdown of funding.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

6 EQUALITIES, DIVERSITY & INCLUSION POLICY AND STRATEGY

The Executive considered a report seeking approval of a proposed Equality, Diversity and Inclusion Policy and Strategy.

The Portfolio Holder for Communities, Community Safety & Equalities reminded Members that the Equality Act (2010) was the legal framework by which the rights of individuals and the advancement of equality of opportunity for all were protected. The Policy and Strategy documents set out how the Council would continue to promote equality, diversity and inclusion across its services, communities and workforce over the next 4 years (2022–2026) and meet the legislative requirements of the Equality Act.

The Portfolio Holder for Communities, Community Safety & Equalities advised that the Equality, Diversity and Inclusion (EDI) Policy reaffirmed the Council's long-standing commitment to fulfil its Public Sector Equality Duty (PSED). The Policy would be based on the six objectives set out in Paragraph 3.1.5 of the report. Alongside the Policy, it was proposed that an Equality, Diversity and Inclusion Strategy and Annual Action Plan were introduced to enable the meaningful delivery and monitoring of the Policy objectives. Development of the Action Plan would require a period of self-assessment and ongoing dialogue with internal and external stakeholders, and it was proposed that an EDI Action Plan was presented to the Executive for approval in Autumn 2022.

Members stated that they would be pleased to work with the Portfolio Holder for Communities, Community Safety & Equalities on the production of the Equality, Diversity & Inclusion Action Plan. It was noted that the work of the Stevenage Equalities Commission, together with relevant census data, would help to inform the Action Plan.

In response to a Member's question, it was confirmed that the 16 organisations listed in Appendix B to the report were those that had contributed in the work on the draft Strategy, either through meetings with officers or responding online.

The Chair asked for officers to give consideration to undertaking some research work on how the rising cost of living (due to increasing fuel, energy and food prices) was impacting the population of Stevenage, and to develop some mitigation measures to help residents alleviate the impact.

It was **RESOLVED:**

1. That the Equality, Diversity and Inclusion Policy, as attached at Appendix A to the report, be approved.
2. That the Equality, Diversity and Inclusion Strategy, as attached at Appendix B to the report, be approved.
3. That an Equality, Diversity and Inclusion Action Plan be brought back to the Executive for consideration in Autumn 2022.

Reason for Decision: As contained in report.
Other Options considered: As contained in report.

7 CORPORATE PERFORMANCE - QUARTER 3 2021/22

The Executive received a presentation from the Chief Executive concerning the Quarter Three (October to December 2021) Corporate Performance report 2021/22.

The Chief Executive drew attention to the Future Town Future Council (FTFC) performance highlights in Quarter 3, under the headings of Transforming Our Town; More Social and Affordable Housing; Co-operative and Neighbourhoods; Making Your Money Count; and a Clean, Green, Safe and Thriving Town.

As at Quarter 3, the Chief Executive advised that, of the 45 Corporate Performance Indicators, 29 were at Green status; 3 were at Amber; and 13 were at Red.

The Chief Executive referred to the focus on the Temporary & Emergency Accommodation; Voids/Repairs; Garage Voids; and Customer Services service areas, and set out the challenges faced by these areas, together with the proposed actions aimed at performance improvement.

In relation to the focus on Voids, the Chair asked if it would be possible for officers to prepare a ward by ward report on long-term voids (including the length of time that the property had been void and reasons why) which could be provided to all Members with updates throughout the year.

In reply to a Member's question, it was confirmed that the SBC standard for void properties would need to be aligned to the imminently expected Government's updated Decent Homes standard.

In respect of the focus on Customer Services, the Chair commented that the Portfolio Holders for Housing, Health & Older People and Neighbourhoods & Co-operative Council would be maintaining an oversight of this area, with the aim of securing an improvement in performance by Quarter 4.

It was **RESOLVED:**

1. That the delivery of priorities which form the Future Town, Future Council Programme and performance of the Council across the key themes for Quarter Three 2021/22, together with the latest achievements, be noted.
2. That the continued impacts of Covid-19 on the Housing Options and Homelessness services, and actions to recover performance (set out in Paragraphs 3.75 to 3.96 of the report), be noted.
3. That performance challenges relating to housing voids be noted and actions to improve performance (set out in Paragraphs 3.97 to 3.114 of the report) be endorsed.

4. That the challenges relating to garages with asbestos, the letting of Council garages, and the planned measures to improve performance (set out in Paragraphs 3.115 to 3.136) be endorsed.
5. That the key customer service related challenges (including performance within the Customer Service Centre, Complaints and Website) be noted, and the associated improvement activities (set out in Paragraphs 3.137 to 3.180) be endorsed.
6. That the Executive Action Tracker, as attached at Appendix 3 to the report, be noted.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

8 APPROVAL OF THE DISCRETIONARY 'ENERGY REBATE' SCHEME

The Executive considered a report seeking approval of a discretionary Energy Rebate Scheme.

The Portfolio Holder for Resources advised that, unlike the main scheme for eligible residents of properties in Council Tax Bands A-D who would receive £150 based on occupancy on 1 April 2022, the discretionary scheme could be more flexible in respect of the date, and an amount 'up to' £150 per household could be awarded. Applications must be submitted by the liable person and prepayment checks in line with the requirements of the main scheme would be carried out on all applications.

The Portfolio Holder for Resources stated that the funding allocated would permit 1,076 grants of £150, or more if the grants were smaller (i.e. 1,615 cases @£100). The Council currently had 4,580 properties in Bands E-H, but it was not known how many households in the Borough were not individually liable for Council Tax, for example those living in multiple occupation dwellings, or via other arrangements.

It was **RESOLVED:**

1. That the proposed discretionary Energy Rebate Scheme, as set out in Paragraph 4.1 of the report, be approved.
2. That delegated authority be given to the Section 151 Officer, in conjunction with the Portfolio Holder for Resources, to make revisions to the scheme criteria, as specified in Section H of the proposed scheme.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

9 3RD QUARTER REVENUE BUDGET MONITORING REPORT 2021/22 - GENERAL FUND AND HOUSING REVENUE ACCOUNT

The Executive considered a report in respect of 3rd Quarter Revenue Budget Monitoring 2021/22 (General Fund and Housing Revenue Account).

The Portfolio Holder for Resources advised that the report highlighted a 3rd Quarter projected net decrease in General Fund expenditure of £14,680. This included improvements in recycling income of £82,800 and a net increase in development control income of £67,000 (net of increased costs), which was offset by the cost of the garage voids surveyor and the £41,000 increase in Bed & Breakfast costs. There was also a £65,000 underspend on ICT costs, but it was recommended that this should be transferred to an allocated reserve to fund improvements resulting from the SOCITIM report. All the variances were outlined in Section 4.1 of the report.

The Portfolio Holder for Resources explained that there was an £80,000 corresponding reduction in 2022/23 expenditure (before any assessment of increased fuel costs currently being calculated), which included an improvement in recycling income of £110,000 offset by an increased contribution to the income equalisation reserve to offset any price and tonnage fluctuations. Not all of the £80,000 was anticipated to be on-going beyond 2022/23.

The Portfolio Holder for Resources stated that the Council had received some grants for Cyber Security, Domestic Abuse and Bio-Diversity, and these were set out in Paragraph 4.1.19. of the report.

In respect of the Housing Revenue Account (HRA), the Portfolio Holder for Resources advised that there was a 3rd Quarter projected net saving of £391,960. This included a request to carry forward £325,000 of decant costs for redevelopment schemes. There were also a number of increases in spend, as outlined within the report.

In reply to a question, the Strategic Director (CF) explained that the estimated total value of revenue allocated reserves as at 31 March 2022 would be £7.1M. This value had decreased by circa £8M since 31 March 2021 (£15.2M total allocated reserves), primarily due to NNDR repayments required to the Collection Fund as a result of the Government granting business rate reliefs giving less income (but the Council was compensated with S31 grants instead).

It was **RESOLVED:**

1. That the 2021/22 3rd Quarter projected net decrease in General Fund expenditure of £14,680 be approved.
2. That it be noted that the cumulative changes made to the General Fund net budget remains within the £400,000 increase variation limit delegated to the Executive, as set out in Paragraph 4.1.21 of the report.
3. That the changes to the 2022/23 General Fund budget of £80,000 reduction in spend, as set out in Paragraph 4.2.24 of the report, be approved.
4. That the 2021/22 3rd Quarter projected net saving in the Housing Revenue Account (HRA) budget of £391,960 be approved.

5. That the HRA carry forward request of £325,000 for decant costs on redevelopment schemes be approved.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

10 3RD QUARTER CAPITAL PROGRAMME MONITORING REPORT 2021/22

The Executive considered a report in respect of 3rd Quarter Capital Programme Monitoring 2021/22 (General Fund and Housing Revenue Account - HRA).

The Portfolio Holder for Resources advised that the General Fund Capital Programme had increased by £8.058Million, which included the already approved borrowing for the Wholly Owned Company of £8.715Million (based on current profiled schemes). This translates into a £657,000 decrease in spend for Member approval. There is some slippage on a number of Finance and Estates projects totalling £1.099Million.

The Portfolio Holder for Resources reported slippage of £142,000 concerning ICT projects, with £95,000 relating to the General Fund and £47,000 relating to the HRA. This was partially offset by a request to bring forward budget from 2022/23 for the Kenilworth scheme of £538,000 in order to accelerate delivery. An update on General Fund receipts was provided in Section 4.3 of the report, which showed that there was a reduction in reported General Fund receipts of £120,000 and Locality Receipts of £100,000.

The Portfolio Holder for Resources stated that the HRA capital programme had reduced by £10.062Million on the Capital Strategy reported to the 24 February 2022 Council meeting. This was mainly due to slippage identified across a number of sites within the Housing Development programme, totalling £10.015Million. There was a corresponding increased budget requirement of £10.015Million for 2022/23. The remainder of the slippage related to ICT funding in the HRA.

The Portfolio Holder for Resources commented that there were 24 Right to Buy (RTB) sales by the end of the 3rd Quarter (13 RTB sales by the same point in 2021/22). The forecast for the year remained unchanged at 35 sales on the basis of expressions of interest received, and a further 11 sales had taken place to date in Quarter 4, bringing the current total to 35.

In response to a question, the Strategic Director (CF) clarified that one of the reasons for the total amount of Capital Programme slippage of £1.099M related to delays in procuring works for the Business and Technology Centre.

It was **RESOLVED**:

1. That the inclusion of the additional £7.235Million to increase the Housing Wholly Owned Company budget to £15Million, as approved by the Executive in January 2021 and Council in February 2021, and as detailed in Table One and Section 4.2.3 of the report, be noted.

2. That the changes to the other 2021/22 General Fund Capital Programme budgets, totalling net slippage of £656,000, as summarised in Table One and detailed in Section 4.1.1 of the report, be approved.
3. That the 2022/23 General Fund Capital Programme net increase in expenditure of £656,000, as summarised in Table One and detailed in Section 4.1.1 of the report, be approved.
4. That the 2021/22 Housing Revenue Account Capital Programme slippage of £10.062Million, as summarised in Table Five and set out in Section 4.4.1 of the report, be approved.
5. That the 2022/23 Housing Revenue Account Capital Programme net increase in expenditure, as summarised in Table Five and set out in Section 4.4.1 of the report, be approved.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

11 URGENT PART I BUSINESS

Ukraine Crisis

The Chair provided an update on the impacts of the Ukraine crisis on Stevenage, and the work of the SBC Ukraine Crisis Working Group in preparing for the impacts.

The Chair advised that, at County level, the HCC Local Resilience Forum had taken responsibility for the matter, and the Hertfordshire Leaders' Group would be holding fortnightly meetings with the Police & Crime Commissioner to monitor the Ukraine crisis.

In Stevenage, the Chair stated that a Ukrainian Crisis Working Group had been established and continued to meet on a weekly basis to co-ordinate and oversee all of the Council's work relating to the implications of Russia's invasion of the Ukraine. Richard Protheroe, Strategic Director, was the Lead Officer and was chairing the Working Group, and was leading the Council's response. As Leader of the Council, the Chair was the Lead Member.

The Chair explained that, since 28 February 2022, the United Nations (UN) had estimated that 3 million people had left the Ukraine with the UN Refugee Agency commenting that the movement of people was "the fastest growing refugee crisis in Europe since World War II".

The Chair commented that the Ukraine Family Scheme was open to Ukrainians who were family members of British Nationals and UK settled persons, and had so far issued over 4,000 visas. The UK Government had updated the scheme so that applicants who had passports could undergo biometric checks in the UK, meaning they did not need an in-person appointment before arriving in the UK. It was anticipated that this should help speed up the process and avoid applicants being required to attend Visa Application Centres (VACs) across Europe.

The Chair stated that, in addition to the existing visa routes, the Department for Levelling Up, Housing and Communities had announced plans for a new sponsorship scheme for Ukrainians without any family ties to the UK. The “Homes for Ukraine” scheme allowed individuals, charities, community groups and businesses across the UK to offer a room or home rent-free to Ukrainians escaping the war, regardless of whether they had ties to the country. It was reported that over 100,000 interested sponsors had signed-up to the scheme in the first 24 hours.

The Chair added that, under the “Homes for Ukraine” Scheme, the Government was only currently accepting visa applications from interested sponsors who already had a named person they wished to sponsor. Sponsors who were in this position would be able to apply to the scheme on Friday, 18 March 2022. People wanting to be sponsors could register their interest in the “Homes for Ukraine” scheme website from Monday, 14 March 2022.

The Chair advised that the Government was also advising interested sponsors to get in touch with charities, faith groups or local community organisations who, due to extensive networks with communities and individuals across Europe, were starting to make connections between individuals. Details provided by the Government on the “Homes for Ukraine” Scheme so far included:

- Anyone with a spare room or home could offer to house a Ukrainian, but the sponsor must be willing for the Ukrainian individual or family to stay with them for at least 6 months;
- Sponsored Ukrainians would be granted three years’ leave to remain in the UK, and would be able to work, claim benefits and access public services during this period;
- Sponsors would not be allowed to charge rent and the Government would be offering an optional ‘thank you’ payment of £350 per month to people who could accommodate one or more household (subject to the accommodation they had);
- The ‘thank you’ payment would be limited to one payment per residential address. The payment would continue for up to 12 months;
- The sponsor would not be expected to cover the costs of food and living expenses, although they may wish to offer this philanthropically;
- The Government would also provide a full support pack for sponsors, with signposting to relevant services and where they could get help;
- The Government had advised that those arriving would have met standard security checks, and that sponsors and all adults in the sponsoring households would also be subject to security checks and may be subject to safeguarding checks too;
- Early indications suggested that there would be a role for councils in checking that the accommodation being offered was appropriate in the circumstances;
- The Government had also advised it would be asking local councils to provide wrap-around support and were providing new funding for the councils to do so (understood to be £10,500 per refugee); and
- Additional payments would be available to support school-age children who needed to be accommodated within the education system.

The Chair stated that forthcoming Government guidance was anticipated to include: information on the checks the Government would be undertaking on both sponsors and people seeking to come to the UK; information around the status of the arrangement they would be entering into (including expected accommodation standards); details on how organisations could sponsor an individual/family; and the role of the local council in providing wider support, including which level of local government would receive and distribute funding.

The Chair commented that SBC's Ukrainian Crisis Working Group would continue to build upon its relationships with local community groups to get a sense of the level of interest in the "Homes for Ukraine" Scheme and the support that the Council could provide to make this work in practice. It would also continue to plan for how housing services could sensibly support the Government's plans for accommodation inspections.

In respect of charitable giving, the Chair advised that SBC, along with the Local Government Association, the Herts Strategic Migration Steering Group and local partners, would continue to encourage those from local communities who wished to support Ukraine migrants to make financial donations to the following organisations:

- The Disasters Emergency Committee Ukraine Humanitarian Appeal;
- The British Red Cross Ukraine Crisis Appeal;
- The UNHCR refugee agency;
- UNICEF;
- The Association of Ukrainians in Great Britain; and
- Save the Children.

It was noted that an SBC webpage continued to be updated to promote these charities, as well as guidance on the visa application process.

In relation to fuel and gas, the Chair informed Members that UK Motoring groups had advised that petrol prices were likely to decrease due to the costs of wholesale fuel and global oil easing. Brent crude was down 3% at \$109 per barrel early on Monday (16 March 2022) having previously hit a near 14-year high last week. The SBC's Ukrainian Crisis Working Group would continue to monitor the situation with regard to the Council's vehicle fleet and the impact of passed-on transportation costs for goods and services. Following sanctions by the UK on the Russian subsidiary Gazprom, there were continued calls by the public sector for the Government to clarify the approach to ending contracts and pursuing re-tendering exercises lawfully.

In respect of the broader cost of living challenge, the Chair stated that the war in Ukraine threatened supplies of key staple crops. Whilst the anticipated drop in fuel prices could contribute to reductions in transportation costs for food and drink, the UN World Food Programme had warned that this would not negate the impact of the price increases on an already pressurised global food system. The impact on grain supplies would be felt long-term if Ukrainian farmers missed the crucial May planting season for their crops, and this impact would be exacerbated if Russia curtailed wheat supply in response to western sanctions.

With regard to Cyber Security, the Chair explained that the Russian state was known to use cyber warfare in conjunction with traditional warfare. It was noted that all SBC staff and Members were required to undertake mandatory Cyber Awareness training by 6 April 2022.

The Chair advised that a Briefing Note detailed the above matters would be placed on the Council's website.

The Chief Executive informed the Executive of the outcome of a Department of Levelling Up and Home Office Briefing on the matter held earlier in the day, as follows:

- the UK public had been commended for their response to the war so far, with the Government looking how it could support sponsors of Ukrainian refugees going forward;
- it was recognised that further work was needed around the relevant security checks;
- support for the refugees would be a collaborative effort from a variety of agencies;
- the first phase of the sponsorship scheme would go live from 18 March 2022;
- questions were asked about: how many refugees would be helped by the sponsorship scheme, noting that there was currently no Government cap on numbers; school places and adequate healthcare provision; and appropriate visa checks; and
- it was very much an evolving process, as a significant amount of guidance had yet to be drafted, and would be disseminated in the coming days.

12 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED**:

1. That under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.
2. That the reasons for the following reports being in Part II were accepted, and that the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

13 PART II MINUTES - EXECUTIVE - 2 FEBRUARY 2022

It was **RESOLVED** that the Part II Minutes of the meeting of the Executive held on 2 February 2022 be approved as a correct record for signature by the Chair.

14 WRITE OFFS

The Executive considered a Part II report in respect of an update regarding a potential rent arrears debt write off, and seeking approval to approve a housing

benefit debt write off.

It was **RESOLVED** that the recommendations set out in the report be approved.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

15 URGENT PART II BUSINESS

None.

CHAIR