

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
RECORD OF EXECUTIVE / CHIEF OFFICER DECISION**

This form should be used to record key decisions made by Chief Officers and both key and other decisions made by individual Portfolio Holders.

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| <b>Portfolio</b>        | Housing Portfolio Holder   |
| <b>Subject Matter</b>   | Administration of the Low Cost Home Ownership Register                                       |
| <b>Ward(s) Affected</b> | All Wards  |
| <b>Date Taken</b>       | Monday, 4 September 2006   |
| <b>Contact Officer</b>  | Denise Lewis, Head of Housing Strategic Services 01954 713351<br>(denise.lewis@scamb.gov.uk) |
| <b>Date Published</b>   | Wednesday, 13 September 2006   |
| <b>Call-In Expiry</b>   | Wednesday, 20 September 2006   |
| <b>Key Decision?</b>    | No   |
| <b>In Forward Plan?</b> | Yes  |
| <b>Urgent?</b>          | No   |

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| <b>Purpose / Background</b>   |
| To consider a proposal that the administration of the Council's Low Cost Homes Ownership (LCHO) Register be managed by the Homebuy Agent for the Cambridge Sub-region Bedfordshire Pilgrims Housing Association (BPHA). |

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| <b>Declaration(s) of Interest</b><br><i>Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.</i> |
| None  |

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| <b>Dispensation(s)</b><br><i>In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.</i> |
| None  |

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| <b>Consultation</b><br><i>Record below all parties consulted in relation to the decision.</i>   |
| Housing Services and Housing Options Teams<br>Local authorities in the Cambridge Sub-region and Bedfordshire<br>Housing Corporation and other Homebuy agents operating in the East of England<br>All Registered Social Landlords and other providers of LCHO products |

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| <b>Other Options Considered and Reasons for Rejection</b>  |
| <b>Option 1:</b> To continue to administer a local LCHO Register<br><b>Reason for Rejection:</b> This would result in applicants being required to register with more than one organisation in order to access available properties and the process would, therefore, be less open and transparent to our customers. |

| <b>Final decision</b>   | <b>Reason(s)</b>  |
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| To support the recommendations of the report in principal, subject to further discussions with the Head of Housing Strategic Services and the Executive Director prior to taking to the Cabinet meeting in October. | Entering into a Service Level Agreement with Bedfordshire Pilgrims Housing Association as Homebuy agent to carry out this function, subject to the participation of other local authorities and RSLs and other providers of Low Cost Home Ownership products operating in the in the Cambridge Sub-region, results in a |

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|  | preferred 'one stop' shop approach. |
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| Signed           | Name<br>(CAPITALS)  | Signature | Date |
|------------------|---|-----------|------|
| Portfolio Holder | Signed copy available upon request from Democratic Services<br>(democratic.services@scams.gov.uk) |           |      |
| Chief Officer    |   |           |      |

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| <b>Further Information</b>   |
| Administration of Low Cost Home Ownership Register, report to Housing Portfolio Holder<br>04/09/06 |