

PORTFOLIO HOLDER DECISION MEETING

25 JULY 2006

Councillors: * David Ashton

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

1. **Declarations of Interest:**

RESOLVED: To note that no interests were declared in relation to the business to be transacted at this meeting.

2. **Minutes:**

RESOLVED: That the minutes of the meeting held on 3 May 2006, having been circulated, be taken as read and signed as a correct record.

3. **Petitions:**

RESOLVED: To note that no petitions were received under the provisions of Executive Procedure Rule 15 (Part 4D of the Council's Constitution).

4. **Public Questions:**

RESOLVED: To note that no public questions were received under the provisions of Executive Procedure Rule 16 (Part 4D of the Constitution).

5. **Matters referred to the Executive Member:**

RESOLVED: To note that no matters had been referred to the Executive Member for reconsideration in accordance with the provisions contained in Overview and Scrutiny Procedure Rule 22 (Part 4F of the Council's Constitution).

6. **Reports from the Overview and Scrutiny Committee or Sub-Committees:**

RESOLVED: To note that no reports had been received.

7. **Key Decision - The Setting of Statutory Fees for Licensing Houses in Multiple Occupation:**

In the absence of the Leader, the Deputy Leader, in accordance with the paragraph 4 (Temporary Arrangements) of the Delegated Powers of Portfolio Holders (Appendix to Executive Procedure Rules, Part 4D of the Constitution), presided at the meeting.

The Deputy Leader considered the report which related to the Setting of Statutory Fees for Licensing Houses in Multiple Occupation (HMO), and involved the taking of an urgent key decision.

The report advised that the Housing Act 2004 had introduced a mandatory national licensing scheme for HMO. The legislation had become operative on 6 April 2006 and the report set out the proposed charging scheme for licensing of HMO in respect of this legislation. The report also advised that, until the fee was set, the Council could not invite applications under the new legislation from Landlords of relevant properties.

RESOLVED: That (1) the fee for mandatory HMO licensing be set at £613.36 for a Premise Licence Application;

(2) where the application was incomplete the fee would comprise the set fee of £613.36 as detailed in resolution (1) above, plus a standard hourly charge at calculated corporate rates for administration and for the inspection of each habitable room in the property.

Reason for Decision: To set the fee, as required by legislation, to enable the Council to meet its statutory duty to licence HMO. The Housing Act 2004 allowed the Council to set fees to meet the full costs associated with the issuing of a licence in respect of a HMO. The fee structure agreed reflected the actual costs of administering the licensing scheme.

(Note: The meeting having commenced at 5.45 pm, closed at 5.46 pm)

(Signed) COUNCILLOR DAVID ASHTON
(See Minute 7).