

Operational Decision Record

Publication Date 23/06/23	Decision Reference Number 4974
Decision Title	
Approval of an Occupational Licence – Highwood House, 29-39 Cranmer Street, Nottingham	
Decision Value	
Exempt	
Revenue or Capital Spend?	
Revenue	
Department	
Strategic Assets & Property	
Contact Officer (Name, job title, and contact details)	
Beverley Gouveia, Disposals & Development Manager, Beverley.gouveia@nottinghamcity.gov.uk	
Decision Taken	
To approve the Council entering into an occupational licence with Nottingham City Homes Registered Provider Ltd (NHC RP Ltd) to facilitate the ongoing management of the Council's homeless family's unit.	
Reasons for Decision and Background Information	
<p>Highwood House is the Council's main temporary accommodation hostel for homeless families. It has 29 self-contained units of accommodation, with staff on-site to provide essential care, support and supervision for resident families. In addition, Highwood is staffed 24/7, maintaining security of residents and the ability to provide emergency assistance to families at any time of the day or night.</p> <p>NCH RP Ltd have ran the facility since 2018 and the current lease expires in July 2023. This licence will be put in place whilst a new lease is put in place. The licence will mirror the terms of the current occupational lease agreement.</p>	
Other Options Considered and why these were rejected	
Do Nothing – This option has been rejected as the current occupational lease will end in July 2023 and the service cannot stop as it provides emergency accommodation services to the city's residents.	

Reasons why this decision is classified as operational

The decision is in relation to an identified budget and service provision. No Council policy or procedure is being altered by the decision therefore the decision is classified as operational.

Additional Information**HRA Finance Comments**

HRA Finance have reviewed the proposed licence fee in lieu of the renewal of the full lease agreement and can confirm it is at an appropriate level for the period of time under consideration.

Martin Johnson
Interim Strategic Housing Finance Lead

Legal Comments

See exempt appendix.

Mick Suggett
Team Leader Conveyancing

Decision Maker (Name and Job Title)

Nicki Jenkins (Director of Economic Development & Property)

Scheme of Delegation Reference Number

235

Date Decision Taken

23/06/2023