



## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council’s Call-In Procedure (Part 4 of the Council’s Constitution [Part 4e - Overview and Scrutiny Procedure Rules](#))

<b>Subject: Tenancy Fraud Policy</b>	
Staff Contact: Amanda Rogers	Cabinet Member: Jackie Hollywell
Tel:	Portfolio: Housing

### 1. **Decision**

To approve the adoption of the new Tenancy Fraud Policy.

### 2. **Reasons for the decision**

The Tenancy Standard 2024 has specific expectations that registered providers must take action to prevent and tackle tenancy fraud. The Council did not have a specific Tenancy Fraud Policy in place and this policy ensures a consistent framework and approach to tenancy fraud, in conjunction with the Shared Anti-Fraud Service and other partners.

### 3. **Alternative options considered and rejected <sup>2</sup>**

No alternative options are proposed as this policy is required to meet relevant regulations, legislation and requirements.

### 4. **Consultation**

#### (a) **Comments of Cabinet Member <sup>3 4</sup>**

I support the adoption of the Tenancy Fraud Policy to ensure that the council is meeting legislative requirements and to ensure that tenancy fraud is being tackled consistently and robustly.

#### (b) **Comments of other consultees <sup>5</sup>**

The Executive Housing Working Group was consulted on the draft Tenancy Fraud Policy in August 2024 and it was recommended that the Strategic Director (RP) in consultation with the Portfolio Holder for Housing, approve the adoption of the Policy by way of Key Officer Decision.

### 5. **Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed: .....

Title: .....

Date: .....

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### 6. PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC SERVICES FOR PUBLICATION

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.