

LEASEHOLD POLICY 2019-2022

Report of the Head of Finance and Income

1. SUMMARY

- 1.1 This report introduces a new Leasehold Policy for Derby Homes. There is no policy at present, so this policy is to formalise existing custom and practice and provide a record for use both within Derby Homes and for Leaseholders.

2. RECOMMENDATION

- 2.1 The Operational Board approves the Leasehold Policy 2019 – 2022 as drafted in Appendix 1.

3. REASON FOR RECOMMENDATION

- 3.1 Introduce a new policy for the leasehold service to provide a framework to both Derby Homes and Leaseholders.

4. MATTER(S) FOR CONSIDERATION

- 4.1 The Leasehold Policy (Appendix 1) sets out a policy to cover a number of areas within the management of a Leaseholder agreement, covering areas such as:
- Our Aims and Obligations
 - Recovering Service Charge Arrears
 - Lease Transfers and Resales
 - Leaseholders' Obligations
 - Potential / New Leaseholders
 - Communication
 - Complaints
 - Independent Advice
 - Derby City Council
 - Discretionary Works to Leasehold Properties

5. OTHER OPTIONS CONSIDERED

- 5.1 None

IMPLICATIONS

6. CONSULTATION IMPLICATIONS

- 6.1 The Leaseholder Group was consulted towards the end of October and prior to those discussions with Tony Holme. Comments from this consultation have been incorporated into the Policy – specifically around Leaseholders obligations around sub-letting.

7. FINANCIAL AND BUSINESS PLAN IMPLICATIONS

- 7.1 None directly arising.

8. LEGAL AND CONFIDENTIALITY IMPLICATIONS

- 8.1 None directly arising but improved communication with Leaseholders may reduce confusion and issues arising around responsibilities.

9. POLICY REVIEW IMPLICATIONS

- 9 This is a key policy of Derby Homes and is included in the Key Policy Review Schedule. In accordance with Derby Homes Board Minute 10/51 this policy will be reviewed no later than 3 years from the date of this meeting.

The areas listed below have no implications directly arising from this report:

Council
Personnel
Environmental
Equalities Impact Assessment
Health & Safety
Risk

For more information please contact:

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Background information: None

List of appendices Appendix 1 – Leaseholder Policy 2019-2022

This report has been approved by the following

Managing Director	Maria Murphy	19/11/2019
Head of Service	Michael Kirk	06/11/2019
Company Solicitor	Taran Lalria	31/10/2019