

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<p>(1) Topic (one sentence description of the decision being sought)</p> <p>(2) Who will take decision</p> <p>(3) Give date or period within which decision is to be taken</p> <p>(4) Directorate contact (include e-mail and telephone)</p>	<p>(5) Principal Groups/Organisations to be consulted before decision is made</p> <p>(6) Method of consultation (external only [if applicable])</p>	<p>(7) Name of person(s) to whom representations can be made (e-mail/telephone)</p> <p>(8) When should they be made by (closing date)</p>	<p>(9) List background documents submitted to Cabinet/Cabinet Member in respect of the decision</p> <p>(10) Is this information unrestricted or exempt?</p> <p>(11) Date first entered in Notice</p>
<p>KEY 27/23/24</p> <p>(1) Approval and adoption of proposed Leasehold Management Policy</p> <p>(2) Cabinet</p> <p>(3) 5 February 2024</p> <p>(4) Mike Davis, Strategic Director (Finance & Housing) - Mike.davis@dover.gov.uk; 01304 872107</p>	<p>(5) Internal consultation: Legal, Property Services, Housing Services, Accounts</p> <p>(6) Not applicable.</p>	<p>(7) Rachel Collins, Head of Housing - Rachel.collins@dover.gov.uk; 01304 872254</p> <p>Perry DeSouza, Housing Policy Officer - Perry.desouza@dover.gov.uk; 01304 872137</p> <p>(8) 12 January 2024</p>	<p>(9)</p> <ol style="list-style-type: none"> 1. Cabinet Report 2. Leasehold Management Policy Draft 3. Equality Impact Assessment <p>(10) Unrestricted</p> <p>(11) 15 December 2023</p>
<p>Brief Details of Item: (Please provide information about the contents of this item and the reason for decision.)</p> <p>The Council does not currently have an established policy that sets out how the Council will manage its leasehold properties (including shared ownership) as the freeholder. The proposed policy will cover service charges, repairs and maintenance, statutory consultations, home improvements, chargeable fees, sales and the enforcement aspects of leasehold management.</p>			
<p>Deadline for Item: (Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)</p> <p>Once the policy has been approved, it can be adopted immediately.</p>			