



Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

20th August 2025. DN.14 Selective Licencing – Proposed Scheme.

Pursuant to call in and in consideration of further recommendations to Cabinet, such decision ultimately being released for implementation, Cabinet made the following Decision:

1. Having regard and due consideration to the Selective Licensing Consultation Findings/Evaluation Report as set out in the Appendix to this report:
 - a. That the principle of the introduction of Selective Licensing of private rented accommodation within parts of the East Marsh ward as detailed in the Appendix now submitted and aligning to the Safer Streets geographical area be supported.
2. That the Director of Economy, Environment and Infrastructure in consultation with the Portfolio Holder for Housing, Infrastructure and Transport be authorised to take all requisite actions to implement such a scheme and in particular:
 - a. Publish a Public Notice of designation under Section 80 and 83 of the Housing Act 2004. This Notice shall allow for the designation of the chosen area for the introduction of a Selective Licensing Scheme.
 - b. Publicise the Selective Licensing consultation results.
 - c. Formulate, approve and implement a flexible fee structure for Selective Licensing.

- d. Carry out all ancillary activity reasonably arising from the above including recruitment of staff and procurement of delivery partners and schemes to enable and mobilise the resources required to support implementation and enable further review and collation of data to support improving housing conditions within the private rented sector across the area.
- e. Report to Cabinet within 12 months of implementation with update.

2. Subject and details of the matter (to include reasons for the decision)

Pursuant to the above delegations (2 and 2d.) the Council are seeking to engage a delivery partner to support with effective delivery of the Scheme.

On the 7th October 2025 Cabinet approved a selective licensing scheme in a designated boundary of the East Marsh. Selective Licensing is a discretionary tool that enables local authorities to designate specific areas where all private landlords must obtain a licence to operate. Licence conditions typically require landlords to ensure properties are safe, well-maintained, and managed in accordance with legal standards. Licences are generally valid for **five years**.

Once approved, we have a statutory timeframe of six months in which to implement the Scheme. Additional capacity is required to ensure successful delivery of the scheme. Recent attempts to recruit additional qualified officer capacity have been unsuccessful, creating a need for external support.

The Council are seeking to engage a delivery partner to support with effective delivery of the Scheme. A Delivery Partner is required to work with the local authority to provide the digital infrastructure, operational capacity and inspection capability needed to implement the scheme effectively. This includes a secure online portal for managing licence applications and payments, inspections of every licensed property in the designated area and real time dashboards for tracking and reporting compliance throughout the lifetime of the scheme.

A delivery partnership will allow the Council to focus on enforcement, tenant protection and strategic oversight. This division of responsibilities strengthens the schemes delivery and helps ensure it achieves a meaningful long-term impact.

The cost of engaging a delivery partner will be funded through licence fees and will not exceed the financial parameters approved within the Cabinet decision. A preliminary Market engagement exercise is due to take place to ensure there are adequate resources on the market who would fulfil the role of a delivery partner for NELC.

Delivery Partners operate in alignment with the fees and charges set by the local authority to ensure the scheme remains cost neutral. The current designation covers approximately 1,322 properties.

Any payments to the Delivery Partner would be based on agreed fees charged to landlords. Over a five-year period, it is estimated that the whole life cost of engaging a Delivery Partner will be in the region of £561,000, dependent upon the actual number of private rented properties and will be funded through fees collected to operate the scheme.

3. Decision being taken

That the Director of Economy, Environment and Infrastructure, in consultation with the Portfolio Holder for Housing, Infrastructure and Transport, commences, and undertakes, a procurement exercise for a delivery partner to assist in operating a successful Selective Licensing Scheme.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No

5. Anticipated outcome(s)/benefits

A successfully delivered Selective Licensing Scheme in North East Lincolnshire will play a pivotal role in achieving the area's strategic outcomes. By requiring landlords to meet defined property and management standards, the scheme will directly improve housing quality, reduce anti-social behaviour, and create safer, healthier communities. This approach ensures that residents live in homes that support good health and wellbeing, while fostering neighbourhood stability and pride. This aligns to the Marmot principles. Commissioning a specialist delivery partner to manage and

implement the scheme amplifies these benefits. A delivery partner brings expertise, capacity, and proven processes. This approach reduces administrative burden on the council, allowing resources to focus on enforcement of those who do not comply.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

The option of recruiting officers to manage and deliver the scheme has been considered and explored; however, attempts to attract suitably qualified and experienced officers have been unsuccessful. While there is potential to revisit this option later in the scheme's timeline, statutory time constraints mean that, at present, appointing a Delivery Partner is assessed as the most viable route to success.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

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8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

N/A

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

N/A

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will and expectation of Cabinet. Time is of the essence due to the legal time limits from approval to implementation of the scheme. Legal and procurement colleagues will continue to support. A further Officer Decision Record will be required for the award of the contract for the successful delivery partner.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The Selective Licensing scheme is designed to be cost-neutral, with all expenditure funded through licence fee income over the five-year period. Current estimates indicate a whole-life cost of engaging a delivery partner of approximately £561,000, which is expected to be fully covered by income generated from the projected number of licensable properties within the designated area.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications arising from the contents of this report.

13. Risk Assessment (in accordance with the Report Writing Guide)

The recommendation was sought as part of the risk assessment process which is documented in the project risk log, and is regularly monitored and updated each month.

14. Has the Cabinet Tracker been updated with details of this decision?

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15. Decision Maker(s):

Name: Carolina Borgstrom

Title: Director of Economy,
Environment and Infrastructure

Signed: REDACTED

Dated: 15/01/2026

16. Consultation carried out with Portfolio Holder(s):

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Housing,
Infrastructure and Transport

Signed: REDACTED

Dated: 15th January 2026

17. If the decision is urgent then consultation should be carried out

**with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name:

Signed:

Title:

Dated:

Key Decisions are defined in the Constitution as:

A decision (whether taken collectively or individually by members) which is likely:

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.

A decision will be considered financially significant if:

- (i) in the case of revenue expenditure, it results in the incurring of expenditure or making savings of £350,000 or greater;
- (ii) in the case of capital expenditure, the capital expenditure/savings are in excess of £350,000 or 20% of the total project cost, whichever is the greater

In determining whether a decision is significant in terms of its effect on an area comprising two or more wards, consideration shall be given to:

- (i) the number of residents/service users that will be affected in the wards concerned;
- (ii) the likely views of those affected (i.e. is the decision likely to result in substantial public interest)
- (iii) whether the decision may incur a significant social, economic or environmental risk.