


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Confidentiality Agreement between NBBC and DLP Consultants on HMO Serco Data	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc).
DO/112/2026 (LH)	3D.1(c) of Constitution
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
23 <sup>rd</sup> April 2026	  Louise Hryniw <b>Assistant Director for Planning</b>
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>DLP Consultancy have been commissioned to prepare an evidence base report on HMO's within the Borough. This work will help determine whether we should consider introducing any Article 4 Directions and if so what geographical area they should apply to.</p> <p>To undertake the required spatial analysis, the consultants need a list of all incensed HMOs within the Borough. As part of this request, there have been internal discussions – including Housing and Legal – around whether the list of Serco properties can be provided.</p> <p>While there is agreement that the consultants do require the data in order to make informed recommendations, given the nature of the data it is required to be sent on a confidential basis.</p> <p>b) The Decision</p> <p>A Confidentially Agreement to be signed between NBBC and DLP.</p>	
<u>REASON FOR THE DECISION</u>	
The confidentiality agreement will enable the Serco Data to be shared with the consultants with the outputs on being reported at postcode level.	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Not sharing the Serco Data with consultants will result in data being analysed which doesn't represent the extent of HMO's in the Borough. Without this information the recommendations of the report and potential policy outputs will be inaccurate.</p>
<p><u>WARD RELEVANCE</u></p> <p>All.</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>DLP commissioned to undertake the report on the basis of a £17,888 fee.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <ul style="list-style-type: none"> <li>• HMO Working Party are aware the report is being prepared</li> <li>• Strategic Director for Public Services</li> <li>• Private Sector Housing Manager</li> </ul>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>N/A.</p>
<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>N/A.</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>NA</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>There is currently no direct HR implications associated with the Confidentiality Agreement.</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>Covered under financial and budget implications.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>None.</p>
<p><u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u></p> <p>None.</p>

RISK MANAGEMENT IMPLICATIONS

The Confidentiality Agreement is to mitigate the risk of the data being publicly shared.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

LEGAL IMPLICATIONS

The Confidentiality Agreement is it mitigate any issues associated with the data being publicly published.

ANY OTHER COMMENTS

N/A.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**