

CONSTITUTION – PART 4 – TABLE 4.06 - Housing

| HOUSING SERVICES | | | |
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| 1. Housing Management - General | | | |
| <u>Subject:</u> | <u>Detail:</u> | <u>Delegated by:</u> | <u>Delegated to:</u> |
| Health & Social Care Act 2008 | To identify and register with the Commission for Care Standards Inspection the “Registered Provider” and the “Registered Manager” for the purposes of the Health & Social Care Act 2008 and The Care Quality Commission Regulations 2009. | Executive Committee | [Deputy Chief Executive & Executive Director of Leisure, Environmental & Community Services] / [Assistant Director of Community and Housing Services] / [St. David’s House Manager] |
| Day to day management of St David’s House | Day to day management of St David’s House, Extra Care Housing Scheme | Executive Committee | [Assistant Director of Community and Housing Services] / [St. David’s House Manager] |
| Day-to-day management of housing stock | Day-to-day management of the Council’s housing stock, housing land and housing landlord services: <ul style="list-style-type: none"> • Repairs and Maintenance* • Capital Works* • Voids management*** • Allocations management (in accordance with the Housing Allocations Policy)** • Tenancy management** • Rent account management** • Equipment and Adaptations management*** • Garage waiting list/allocation management** | Executive Committee | [Chief Executive & Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Community and Housing Services] / [Assistant Director of Environmental and Housing Services] [Repairs & Maintenance and Capital Manager]* [Housing Services Manager]** Repairs & Maintenance /Housing Services managers*** |

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| Home Support Service | Day to day management of the Home Support Service to include the collection and recovery of support service charges | Executive Committee | [Assistant Director of Community and Housing Services] / [Housing Services Manager] / [Housing Performance and Database Manager] |
| Support Service Charges | To collect and recover support service charges within the Charging Policy adopted by the Council and to refer cases to the Assistant Director of Legal, Democratic and Procurement Services to institute proceedings to recover such charges. | Executive Committee | [Assistant Director of Community and Housing Services] (with [Assistant Director of Legal, Democratic and Procurement Services]) |
| Day-to-day management of the housing register | Management of the Council's Housing Register in accordance with the Council's Allocations Policy. | Executive Committee | [Assistant Director of Community and Housing Services]/ [Housing Options Manager] / [Housing Services Manager] |
| Housing Allocations Policy | To make any future amendments to the Council's Housing Allocations Policy that are deemed to be necessary and which do not trigger the statutory obligation to consult the persons affected by the changes pursuant to section 168(3) of the Housing Act 1996. | Executive Committee | [Deputy Chief Executive and Executive Director for Leisure, Environment and Community services] in conjunction with the [Principal Solicitor] following consultation with the relevant Portfolio Holder. |
| Staff/Elected Member relations Housing Applications | In accordance with the Council's Allocations Policy, to approve a housing application for staff members, Elected Members or relatives of either. | Executive Committee | [Assistant Director of Community and Housing Services] / [Housing Options Manager] / [Housing Services Manager] |
| | To make any offers of accommodation in above cases. | Executive Committee | [Chief Executive] & in their absence [Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] & in their absence [Executive Director of Finance & |

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| | | | Corporate Resources] |
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SCHEME OF DELEGATION TO OFFICERS

| <u>Subject:</u> | <u>Detail:</u> | <u>Delegated by:</u> | <u>Delegated to:</u> |
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| Homelessness Cases | In accordance with the Council's stated policies and guidelines on homelessness, to deal with all such cases under the Housing Act 1985 (applications for accommodation, etc.). | Executive Committee | [Assistant Director of Community and Housing Services] / [Housing Options Manager] / [Housing Strategy Manager] |
| Temporary Accommodation license breaches | <p>In respect of the management of Temporary accommodation for the purposes temporary housing for homeless families let under licences to authorise:</p> <ul style="list-style-type: none"> the service of notice to quit Referral to the principle Solicitor to institute and complete proceedings for possession | Executive Committee | [Assistant Director of Community and Housing Services] / [Housing Options Manager] |
| <p>Housing Management: Introductory and Secure Tenancy breaches and unlawful occupiers</p> <p>Enforcement of possession proceedings for introductory and secure tenancy breaches</p> | <p>In respect of the management of Introductory and Secure housing tenancies to authorise:</p> <ul style="list-style-type: none"> The Service of Notice Seeking Possession (introductory and secure tenancies) Referral to the Principal Solicitor and complete proceedings for possession <p>To sanction applications for Warrants of Possession in above cases.</p> <p><u>Warrants for no access for adherence to Health & Safety/ statutory requirements</u></p> | <p>Executive Committee</p> <p>Executive Committee</p> | <p>[Assistant Director of Community and Housing Services] / [Housing Services Manager]</p> <p>[Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Community and Housing Services]/ [Housing Services Manager]</p> <p>[Assistant Director of Environmental and Housing Property Services] / Repairs & Maintenance/ Housing Services Managers</p> |

SCHEME OF DELEGATION TO OFFICERS

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| Offer of Alternative accommodation / Family of Deceased Tenant | To make one offer of suitable alternative accommodation to occupants who are members of the family of a deceased tenant and who have been in occupation for one year or more prior to the death of the tenant, and who are under-occupying property where they have no right of succession upon the death of the tenant; and, | Executive Committee | [Assistant Director of Community and Housing Services] / [Housing Services Manager] / [Assistant Director of Legal, Democratic and Procurement Services] |
| Multi-Agency Public Protection Arrangements and emergency re-housing requests | To accept cases referred to the Council by the Police and the Probation Service through the Multi-Agency Public Protection Arrangements and protocols | Executive Committee | [Assistant Director of Community and Housing Services] |
| Housing Management; Tenancy changes | In respect of secure tenancies authorise within the guidelines of the Housing Act 1985 and Housing Management policy and procedures <ul style="list-style-type: none"> • Tenancy changes • Decants (temporary or permanent re-housing) | Executive Committee | [Housing Services Manager] |
| Housing Rents / other Housing-related Debts | To collect and recover current housing rents and other housing-related debts. | Executive Committee | [Housing Services Manager] |
| Rent Account Write – offs of Debt and Credit balances | To authorise rent and sub-account credit balances and write-off's in accordance with Write-off policy. | Executive Committee | [Housing Services Manager] |
| Tenant Rent Account credit refunds | To authorise rent account credit refunds where a tenant has overpaid their rent leaving a credit in accordance with procedures up to £3,000. | Executive Committee | [Housing Performance and Database Manager] / [Housing Services Manager] |

SCHEME OF DELEGATION TO OFFICERS

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| Right to Buy | <p>In respect of the management of the right to buy process within the guidance of the Housing Act 1985 within policy and procedure to authorise:</p> <ul style="list-style-type: none"> • acceptance or denial of a Right to Buy application • To agree/disagree waiver of the discount period of a completed right to buy | Executive Committee | [Assistant Director of Community and Housing Services]/ [Housing Performance & Database Manager] / [Housing Services Manager] |
| Council Housing Growth Programme | To approve the necessary delivery agents for commissioning the construction of new HRA stock from the Council Housing Growth Programme budget. | Executive Committee | [Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Community and Housing Services] |
| Enforcement Action Inspection and Maintenance | <p>To take enforcement action in relation to the Inspection and Maintenance e.g. gas, electrical and other statutory or essential inspections or maintenance</p> <p>To gain entry to properties where a tenant does not permit access to the Council or Council's contractor to undertake safety inspections, routine servicing or maintenance .</p> | <p>Executive Committee</p> <p><u>Executive Committee</u></p> | <p>[Assistant Director of Community and Housing Services] / [Assistant Director of Environmental and Housing Property Services] / [Repairs & Maintenance and Capital Manger] following consultation with [Principal Solicitor]</p> <p>[Assistant Director of Community and Housing Services] or [Repairs & Maintenance and Capital Manger], following consultation with the [Principal Solicitor].</p> |

SCHEME OF DELEGATION TO OFFICERS

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| Powers to Force Entry | To exercise the Council's powers within the guidelines of the Housing Act 1985 acting within policy and procedure to enforce entry to Council-owned properties in cases of emergency. | Executive Committee | [Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / [Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] / [Housing Services Manager] / [Repairs & Maintenance and Capital Manager], in consultation with [Principal Solicitor] or if out of hours, the [Duty Officer] |
| To agree inspections and maintenance requirements to Council Housing Stock | Day to day repairs and maintenance of tenanted properties and voids | Executive Committee | [Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community Services] and [Repairs & Maintenance and Capital Manager] |
| Improvements and Alternations | To approve an application of a secure tenant to make an alternation or improvement to their home | Executive Committee | [Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] / [Repairs & Maintenance and Capital Manager] |
| Major property Medical Adaptation works | To authorise major property works for OT recommended medical adaptations costing more than £5k | Executive Committee | [Assistant Director of Community and Housing] / [Assistant Director of Environmental and Housing Property Services] / [Repairs & |

SCHEME OF DELEGATION TO OFFICERS

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| | | | Maintenance and Capital Manager Housing Services Manager] |
| Major property void works | To authorise major void works costing more than £10k | Executive Committee | [Deputy Chief Executive & Executive Director for Leisure, Environment & Community Services] / Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] |
| Tenant Recharges | To authorise tenant recharges where works have been carried out and deemed as tenant responsibility | Executive Committee | [Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Community and Housing Services] / [Repairs & Maintenance and Capital Manager] |
| Local Lettings Plan | To agree and adopt future local lettings policies. | Executive Committee | [Assistant Director of Community and Housing Services] following consultation with the Portfolio Holder for Housing |
| Housing Policies | To agree any revisions to the Housing Policies following the consultation and in line with any legislative or government guidance updates. | Executive Committee | [Assistant Director of Community and Housing Services] and/or [Assistant Director of Environmental and Housing Property], following consultation with the Portfolio Holder for Housing |

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| Housing Revenue Account – Rent Setting | <p>To establish a Hardship Fund of £50,000 per annum to support homelessness prevention and this to be met from the HRA budget 2025/26 onwards.</p> <p><i>(Added during the 2024/25 municipal year)</i></p> | Council | [Deputy Chief Executive and Assistant Director Community & Housing following consultation with the Housing Portfolio Holder |
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