Constitution – Part 4 – Table 4.04 – Community Services

COMMUNITY SERVICES			
1.Community Safety			
Subject	**Detail**	**Delegated by:**	**Delegated to:**
Civil Injunctions	To seek a civil injunction in accordance with Sections 1 –21 of the Anti-Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services] and in consultation with the [Principal Solicitor].
Community Protection Notices and Fixed Penalty Notices	To serve Community Protection notices (and Fixed Penalty Notices in the event of a breach) in accordance with Section 43 – 58 of the Anti-Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services], [Assistant Director of Environmental and Housing Property Services] [and the [Assistant Director of Planning, Regeneration and Leisure Services].
Public Space Protection Orders (PSPOs)	To initiate and implement the consultation process required to make a Public Space Protection Order (PSPO) in accordance with Sections 59 – 75 of the Anti-Social Behaviour, Crime and Policing Act 2014.	Executive	[Assistant Director of Community and Housing Services], [Assistant Director of Environmental and Housing Property Services] and [Assistant Director of Planning, Regeneration and Leisure Services]

Closure Notices and Closure Orders	To issue Closure notices (up to 48 hours) and to apply for a Closure Order in accordance with Sections 76 – 93 of the Anti-Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services], [Assistant Director of Environmental and Housing Property Services], [Assistant Director of Planning, Regeneration and Leisure Services] and [Head of Worcestershire Regulatory Services].
Absolute Grounds for Possession of a Secure or Assured tenancy	To seek Absolute Grounds for Possession of a secure or assured tenancy where anti-social behaviour or criminality have been proven in court, subject to the required conditions being met in accordance with Sections 94 – 100 of the Anti-Social Behaviour, Crime and Policing Act 2014.	Council	[Assistant Director of Community and Housing Services]

2. Private Sector Housing			
Subject	**Detail**	**Delegated by:**	**Delegated to:**
Power of entry	To exercise the powers of Authorised Officers in respect of entry, inspection and investigation in relation to housing conditions as specified in any legislation the enforcement of which is delegated to Director of Leisure, Environment and Community Services	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager] / [Private Sector Housing Officer]
Service of Notices and obtaining warrants	To exercise the powers of Authorised Officers for the purposes of the legislation listed below, serve notices and obtain warrants of entry from a Justice of the Peace for the purposes of that legislation Housing Acts 1985, 2004 Management of Houses in Multiple Occupation Regulations 2006 Licensing & Management of HMO & other Houses (Miscellaneous Provisions) (England) Regulations 2006 Environmental Protection Act 1990 Building Act 1984 Local Government (Miscellaneous Provisions) Acts 1976, 1982 Prevention of Damage by Pests Act 1949 Public Health Act 1961 Licensing and Management of Houses in Multiple Occupation (additional provisions) (England) Regulations 2007 Mobile Homes Act 2013 Caravan Sites & Control of Development Act 1960		[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager] / [Private Sector Housing Officer]

2. Private Sector Housing			
Subject	**Detail**	**Delegated by:**	**Delegated to:**
Caravan Site Licences	To approve a transfer or renewal of a Caravan Site Licence	Executive	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Caravan Site Licences	To approve licence for new site	Council	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager]
Houses in multiple occupation - licences	To approve a Licence for House in Multiple Occupation under the provisions of the Housing Act 2004 Pt2.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Houses in multiple occupation – licence	To refuse or revoke Licences for Houses in Multiple Occupation	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the [relevant Portfolio Holder]
Housing Act 2004 – notices etc	To issue notices and orders in relation to improvement, prohibition, revocation, hazard awareness and emergency action under the Housing Act 2004, sections 11,12,14,16, 20,21,23,25,28,29,40,41 &43 and undertake default work in respect of such notices where necessary.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Houses in Multiple Occupation – Management Orders	To issue interim and final management orders in relation to a House in Multiple Occupation under provisions of the Housing Act 2004 sections 101,103,112,113,121 & 122.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager]

2. Private Sector Housing			
Subject	**Detail**	**Delegated by:**	**Delegated to:**
Empty Dwellings - orders	To issue interim and final management orders in relation to empty dwellings under provisions of the Housing Act 2004 sections 133 & 136	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager]
Mortgage Rescue Scheme	To Agree each case for purchase through the Government's Mortgage Rescue Scheme Executive Committee October 2013	Executive Committee	[Assistant Director of Community and Housing Services]
Overcrowding - notice	To issue notice in respect of overcrowding in non-licensable Houses in Multiple Occupation under provisions of the Housing Act 2004 section 139	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Property Tribunal	To make application to a Residential Property Tribunal in relation to enforcement or other provisions under the Housing Act 2004	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager]
Illegal evictions and harassment	To institute legal proceedings in respect of illegal evictions and harassment under provisions of the Protection From Eviction Act 1977 and Housing Act 1988	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Building Act notices	To serve notices under the Building Act 1984, Sections 59, 63, 64, 70, 72(1)(a) & 76 in relation to housing conditions, to undertake work in default and recover expenses.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Services Manager] / [Private Sector Housing Manager] / [Housing Development

2. Private Sector Housing			
Subject	**Detail**	**Delegated by:**	**Delegated to:**
			& Strategy Manager] / [Private Sector Housing Officer]
Lifetime Grants - approval	To approve applications for Lifetime Grants under the Housing Assistance Scheme and any subsequent schemes for works of repair, improvement, adaptation or thermal efficiency and applications for Landlord (HMO) Lifetime Grant	Executive Committee	[Deputy Chief Executive] / [Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Disabled Facilities Grants	To approve applications for mandatory Disabled Facilities Grant	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]
Disabled Facilities Grant - Repayment	To waive the condition requiring repayment of a Disabled Facilities Grant in accordance with the Government's Criteria set out in Section 5.19(b) of the report to the Executive Committee on 7th January 1999	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the relevant portfolio holder.
Lifetime Grants - cancellation	To cancel Lifetime Grant and recover interim payments for failure to complete eligible work within 12 months of approval date or to grant extensions of time for completion	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager]

Council land and premises - dealing with Trespassers	To authorise the exercise of Local Authority powers under the Criminal Justice & Public Order Act 1994 relating to occupation of council land and premises by trespassers.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Manager] / [Housing Strategy and Enabling Team Leader].
Proceedings for possession	To authorise the instigation of civil legal proceedings for possession of council land and premises occupied by trespassers without permission and further legal proceedings for their eviction from such land and premises.	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Housing Manager] / [Housing Development & Strategy Manager].
Council land - bunding	In connection with the construction of bunding to prevent trespass on council land or removal of bunding provided for such purpose the Executive Director of Leisure, Environmental & Community Services shall, before taking action, consult with relevant Ward Members and residents in the vicinity likely to be affected. The decision to construct or remove bunding shall be delegated to the Director of Leisure, Environment & Community Services following consultation with the relevant Ward Members	Executive Committee	[Deputy Chief Executive] / [Assistant Director of Community and Housing Services] / [Strategic Housing Manager] following consultation with Ward Members
Home Improvement Agency	To deal with day to day management of the Home Improvement Agency Service	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] / [Private Sector Team Leader]
Civil Penalty Notices	to approve the use of Civil Penalties in appropriate housing related offences as an alternative to prosecution	Council	[Assistant Director of Community and Housing Services]
Energy Efficiency	To implement enforcement powers under the Energy	Executive	[Assistant Director of Community and Housing

(Private Rented Property) (England and Wales) Regulations 2015	Efficiency (Private Rented Property) (England & Wales) Regulations 2015		Services]
First Homes Policy	To make amendments to the First Homes Policy to reflect any future Government Guidance.	Executive	[Assistant Director of Community and Housing Services] following consultation with the Housing Portfolio Holder.

3. <u>Transport & Concessionary Fares</u>

Subject	**Detail**	**Delegated by:**	**Delegated to:**
Dial-a-Ride / Shop-mobility	To deal with day-to-day management of the Dial-a-Ride and Shopmobility Schemes.	Executive Committee	[Assistant Director of Community and Housing Services] / [Dial a Ride and Shopmobility Manager]

(Bus passes, concessionary fares operators and eligibility removed as functions passed to Worcestershire County Council)

4. Miscellaneous other

Subject	Detail	Delegated by:	Delegated to:
CCTV/Lifeline	Day to day management of the 24 hour CCTV/NEW Lifeline Monitoring Centre, Installation Team and telephone answering out of hours service, in accordance with the Council's adopted codes of practice and industry best practice. To include entering in to contracts to provide services on behalf of external organisations following consultations with Legal Services.	Executive Committee	[CCTV and Lifeline Manager] in consultation with AD?
License under Housing Act 2004	To issue and refuse licences as appropriate under the provisions of the Housing Act 2004.	Executive Committee	[Deputy Chief Executive/]
Councillor Grants (general)	To approve and to pay grants to Voluntary and Community Sector (VCS) organisations which have been recommended for approval by elected Members through the Councillor Community Grant Scheme (CCGS).	Executive Committee	[Assistant Director of Community and Housing Services] In consultation with the elected members' community grants panel.
Voluntary Sector Grants Scheme 2026/2027 to 2029/2030 (lower grants £500 to £2000)	To consider and agree decisions on lower grants	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the Officer Grants panel
Concessionary Rents	To administer the Concessionary Rents Policy and approve rent Relief following consultation with the Grants Panel.	Executive Committee	[Assistant Director of Community and Housing Services] in consultation with the [Deputy Chief Executive].