CONSTITUTION – PART 4 – TABLE 4.06 - Housing

HOUSING SERVICES			
1. Housing Management - General			
Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
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] / [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: • 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] / [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***
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 Councils Housing Register in accordance with the Council's Allocations Policy.	Executive Committee	[Assistant Director of Community and Housing Services]/ [Homelessness Manager Homelessness 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] 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. To make any offers of accommodation in above cases.	Executive Committee Executive Committee	[Assistant Director of Community and Housing Services] / [Homelessness Manager] / [Housing Services Manager] [Chief Executive] & in their absence [Deputy Chief Executive] & [Executive Director] & in their absence[Director of Finance]

SCHEME OF DELEGATION TO OFFICERS

Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
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] / [Homelessness Manager] / [Housing Strategy Manager]
Temporary Accommodation license breaches	In respect of the management of Temporary accommodation for the purposes temporary housing for homeless families let under licences to authorise: • 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] / [Homelessness Manager]
Housing Management: Introductory and Secure Tenancy breaches and unlawful occupiers	In respect of the management of Introductory and Secure housing tenancies to authorise: • The Service of Notice Seeking Possession (introductory and secure tenancies) • Referral to the Principal Solicitor and complete proceedings for possession	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Services Manager]
Enforcement of possession proceedings for introductory and secure tenancy breaches	To sanction applications for Warrants of Possession in above cases. <u>Warrants for no access for adherence to Health & Safety/ statutory requirements</u>	Executive Committee	[Deputy Chief Executive] & [Executive Director] / [Assistant Director of Community and Housing Services]/ [Housing Services Manager] [Assistant Director of Environmental and Housing Property Services] / Repairs & Maintenance/

SCHEME OF DELEGATION TO OFFICERS

			Housing Services Manager
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 • 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]

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Right to Buy	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: • 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] / [Assistant Director of Community and Housing Services]
Enforcement Action Inspection and Maintenance	To take enforcement action in relation to the Inspection and Maintenance e.g. gas, electrical and other statutory or essential inspections or maintenance	Executive Committee	[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]
	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 .	Executive Committee	[Assistant Director of Community and Housing Services] or [Repairs & Maintenance and Capital Manger], following consultation with the [Principal Solicitor].

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Powers to Force Entry	To exercise the Councils 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] / [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 adaptions costing more than £5k	Executive Committee	[Assistant Director of Community and Housing] / [Assistant Director of Environmental and Housing Property Services] / [Repairs & Maintenance and Capital Manager Housing Services

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			Manager]
Major property void works	To authorise major void works costing more than £10k	Executive Committee	[Deputy Chief Executive] & [Executive Director] /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
Housing Revenue Account – Rent Setting	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.	Council	[Deputy Chief Executive] and [Assistant Director Community & Housing] following consultation with the

SCHEME OF DELEGATION TO OFFICERS

	(*Added during the 2024/25 municipal year*)		Housing Portfolio Holder