

**PART 3  
(PART D)**

<b>COMMUNITY SERVICES</b>			
<b>1. Strategic Housing</b>			
<b>Subject</b>	<b>Detail</b>	<b>Delegated by:</b>	<b>Delegated to:</b>
Discretionary Housing Assistance Grants	To determine applications for Housing Assistance Grants under the Regulatory (Housing Assistance Grants) (England and Wales) Order 2002	Executive/Leader	Strategic Housing Manager
Houses in Multiple Occupation	<ol style="list-style-type: none"> <li>1. To approve, revoke and vary licences relating to houses in multiple occupation under the Housing Act 2004</li> <li>2. To sign housing-related notices for houses in multiple occupation under the Housing Act 2004</li> <li>3. To inspect conditions under the Housing Health and Safety Rating System – Housing Act 2004</li> </ol>	<ol style="list-style-type: none"> <li>1. Executive/Leader</li> <li>2. Executive/Leader</li> <li>3. Executive/Leader</li> </ol>	<ol style="list-style-type: none"> <li>1. Strategic Housing Manager</li> <li>2. Strategic Housing Manager</li> <li>3. Strategic Housing Manager</li> </ol>
Housing Act 1985 and Housing Act 2004	<p>To:</p> <ol style="list-style-type: none"> <li>a. make and determine Demolition Orders</li> <li>b. revoke Closing Orders</li> <li>c. cancel undertakings (to render premises fit for human habitation) made or given under the Housing Act 1985 on being satisfied that the property had no category of Hazards under the Housing, Health and Safety Rating system</li> <li>d. serve Improvement Notices</li> <li>e. serve Prohibition Notices</li> <li>f. serve Hazard Awareness notices</li> <li>g. take emergency remedial action or make an emergency Prohibition Order</li> <li>h. declare a Clearance Area</li> </ol>	Executive/Leader	Head of Community Services

**PART 3  
(PART D)**

Housing Associations - Nominations	To deal with the nomination where necessary of homeless applicants to housing association dwellings	Executive/ Leader	Strategic Housing Manager
Housing Capacity Study	To update the site details and housing figures in the Housing Capacity Study on an annual basis using data from the Housing Land Availability Study	Executive/ Leader	Strategic Housing Manager
Housing Corporation Social Housing Grant	To administer and approve applications and to authorise payment of local authority grant and Housing Corporation Grant under the Housing Corporation IMS System	Executive/ Leader	Strategic Housing Manager
Housing Grants	To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996	Executive/ Leader	Strategic Housing Manager
Low Cost Housing	<p>1. To administer the Council's low cost housing scheme including the making of nominations and the sale of the Council's interest in dwellings</p> <p>2. To take all necessary action including the institution of legal proceedings to recover deferred payments from the purchases of low cost homes who are in breach of covenants made in the purchase of low cost housing</p> <p>3. To revise fees in relation to low cost housing transactions</p>	<p>1. Executive/ Leader</p> <p>2. Executive/ Leader</p> <p>3. Executive/ Leader</p>	<p>1. Strategic Housing Manager</p> <p>2. Principal Solicitor</p> <p>3. Head of Legal, Equalities &amp; Democratic Services, Head of Community Services and Head of Resources in consultation with the relevant Portfolio Holders</p>
Mandatory Disabled Facilities Grant	1. To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996	1. Executive/ Leader	1. Strategic Housing Manager

**PART 3  
(PART D)**

	2. To grant extensions of time of up to six months within which improvements are to be completed	2. Executive/ Leader	2. Head of Community Services
Protection from Eviction Act	To take appropriate action (including the institution of criminal or civil proceedings)	Executive/ Leader	Head of Community Services or Senior Solicitor
Utilities – Restoration or Continuance of Services	To deal in consultation with the relevant Portfolio Holder and generally in accordance with emergency procedures with applications received pursuant to the arrangements according to section 33 of the Local Government (Miscellaneous Provision) Act 1976 (Public Utility Services to Dwellings) and to take such action as may be necessary for the recovery of any payments made by the Council in pursuance of such arrangements	Executive/ Leader	Head of Resources or Head of Community Services

<b>2. Community Safety</b>			
<b>Subject</b>	<b>Detail</b>	<b>Delegated by</b>	<b>Delegated to</b>
Anti-Social Behaviour – designation of dispersal area	To determine requests from West Mercia Constabulary to designate an area under section 30 of the Anti-Social Behaviour Act 2003 as an area where there is persistent anti-social behaviour	Executive/ Leader	Head of Community Services or if unavailable his/her nominated deputy
Alcohol Consumption in Public Places	The designation of areas for the purposes of restrictions on alcohol consumption	Licensing Committee	Head of Community Services in consultation with the ward member members