

APPENDIX 2 COMMUNITY SERVICES

1. Strategic Housing

Subject	Detail	Delegated by:	Delegated to:
Discretionary Housing Assistance Grants.	To determine applications for Housing Assistance Grants under the Regulatory (Housing Assistance Grants) (England and Wales) Order 2002.	Cabinet/ Leader.	Strategic Housing Manager Strategic Housing Services Manager .
Home improvement Agency	To deal with day to day management of the Home Improvement Agency Service	Cabinet	Assistant Director of Community and Housing Services/ Strategic Housing Manager Strategic Housing Services Manager /Private Sector Housing Manager Team Leader
Houses in Multiple Occupation.	<ol style="list-style-type: none"> 1. To approve, revoke and vary licences relating to houses in multiple occupation under the Housing Act 2004. 2. To sign housing-related notices for houses in multiple occupation under the Housing Act 2004. 3. To inspect conditions under the Housing Health and Safety Rating System - Housing Act 2004. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader 2. Cabinet/ Leader. 3. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Strategic Housing ManagerStrategic Housing Services Manager. 2. Strategic Housing ManagerStrategic Housing Services Manager. 3. Strategic Housing ManagerStrategic Housing Services Manager.

	4. To issue interim and final orders	4. Cabinet/ Leader	4. Strategic Housing Manager Strategic Housing Services Manager
Housing Act 1985 and Housing Act 2004.	To exercise all functions relating to housing conditions, issue of licences, service of orders and notices and powers of entry. To institute legal proceedings	Cabinet/ Leader.	Strategic Housing Manager Strategic Housing Services Manager Strategic Housing Manager Strategic Housing Services Manager in consultation with Principal Solicitor
Housing Associations - Nominations.	To deal with the nomination where necessary of homeless applicants to housing association dwellings.	Cabinet/ Leader.	Strategic Housing Manager Strategic Housing Services 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.	Cabinet/ Leader.	Strategic Housing Manager Strategic Housing Services 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.	Cabinet/ Leader.	Strategic Housing Manager Strategic Housing Services Manager .
Housing Grants.	To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996.	Cabinet/ Leader.	Strategic Housing Manager Strategic Housing Services Manager .
Low Cost Housing.	1. To administer the Council's low cost housing scheme including the making of nominations and the sale of	1. Cabinet/ Leader.	1. Strategic Housing Manager Strategic Housing

	<p>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>2. Cabinet/ Leader.</p> <p>3. Cabinet/ Leader.</p>	<p>Services Manager.</p> <p>2. Principal Solicitor.</p> <p>3. Assistant Director of Legal, Democratic and Procurement Services, Assistant Director of Community and Housing Services and Financial Services Manager in consultation with the relevant Portfolio Holders.</p>
<p>Low-Cost Housing Capital Receipts</p> <p><i>(New delegation agreed by Members in 2024/25)</i></p>	<p>To approve individual proposals for new developments or the purchase of existing satisfactory dwellings and flipping Shared Ownership to affordable or social rented properties and the spend relating to these, as and when they were brought forward.</p>	<p>Council</p>	<p>The Assistant Director Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing.</p>
<p>Mandatory Disabled Facilities Grant.</p>	<p>1. To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996.</p>	<p>1. Cabinet/ Leader.</p>	<p>1. Strategic Housing ManagerStrategic Housing Services Manager.</p>

	2. To grant extensions of time of up to six months within which improvements are to be completed.	2. Cabinet/ Leader.	2. Assistant Director of Community and Housing Services.
Protection from Eviction Act.	To take appropriate action (including the institution of criminal or civil proceedings).	Cabinet/ Leader	Assistant Director of Community & Housing Services or Principal 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.	Cabinet/ Leader.	Executive Director Finance or Assistant Director of Community and Housing Services
Regulation of Mobile Home Sites	<p>To institute legal proceedings under section 1 of the Caravan Sites and Control of Development Act 1960</p> <p>To take all steps to manage and regulate Mobile Home Sites, including the exercise of power of entry under the following legislation:-</p> <ul style="list-style-type: none"> • Caravan Sites and Control of Development Act 1960 • Caravan Sites Act 1968 	<p>Council</p> <p>Cabinet/Leader</p>	<p>Strategic Housing ManagerStrategic Housing Services Manager in consultation with the Principal Solicitor</p> <p>Strategic Housing ManagerStrategic Housing Services Manager</p>

Energy Efficiency (Private Rented Sector) (England & Wales) Regulations 2015	To implement enforcement powers under the Energy Efficiency (Private Rented Sector) (England & Wales) Regulations 2015	Cabinet	Assistant Director of Community and Housing Services
First Homes	To make amendments to Council's the First Homes Policy to reflect future Government guidance	Cabinet	Assistant Director of Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing
Local Lettings Plan	To agree and adopt future Local Lettings Policies	Cabinet	Assistant Director of Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing
Requisition for Information	To serve a requisition for information under section 16 of the Local Government (Miscellaneous Provisions Act 1976	Cabinet/Leader	Strategic Housing Manager Strategic Housing Services Manager
Boarding up of dangerous buildings	To serve notice under Section 9 of the Local Government (Miscellaneous Provisions) Act 1982	Cabinet/Leader	Strategic Housing Manager Strategic Housing Services Manager
Statutory Nuisance	To take all necessary action in relation to statutory nuisance under the Environmental Protection Act 1990.	Council	Strategic Housing Manager Strategic Housing Services Manager

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 in consultation with the Principal Solicitor and where appropriate following consultation with the Ward Member.
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, Director of Worcestershire Regulatory Services and the Assistant Director of Planning, Leisure and Cultural 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.	Cabinet	Assistant Director of Community and Housing Services, Assistant Director of Environmental and Housing Property Services and Assistant Director of Planning, Leisure and Cultural 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	Council	Assistant Director of Community and Housing Services, Assistant Director of

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	the Anti Social Behaviour, Crime and Policing Act 2014.		Environmental and Housing Property Services, Assistant Director of Planning, Leisure and Cultural Services and Director of Worcestershire Regulatory Services
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2. CCTV/Lifeline and others			
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, and including the submission of tenders for additional services	Cabinet/Leader	CCTV and Lifeline Manager
<u>Climate Change and Biodiversity</u>	<u>To deal with day-to-day management of Climate Change and Biodiversity, including the submission of funding bids to support this work.</u>	<u>Cabinet</u>	<u>[Assistant Director of Community and Housing Services]/[Strategic Services Manager]/[Climate Change and Biodiversity Manager]</u>
<u>Community Transport and Shopmobility</u>	<u>To deal with day-to-day management of BURT and Shopmobility Schemes</u>	<u>Cabinet</u>	<u>[Assistant Director of Community and Housing Services] / [Community Services Manager]</u>

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