

	APPENDIX 1			
	COMMUNITY SERVICES			
	1. Strategic Housing			
	Subject	Detail	Delegated by:	Delegated to:
1	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.
2	Home improvement Agency	To deal with day to day management of the Home Improvement Agency Service	Cabinet	Assistant Director of Community Services/ Strategic Housing Manager/Private Sector Team Leader
3	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. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader 2. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Strategic Housing Manager. 2. Strategic Housing Manager.

		<p>3. To inspect conditions under the Housing Health and Safety Rating System - Housing Act 2004.</p> <p>4. To issue interim and final orders</p>	<p>3. Cabinet/ Leader.</p> <p>4. Cabinet/ Leader</p>	<p>3. Strategic Housing Manager.</p> <p>4. Strategic Housing Manager</p>
4	Housing Act 1985 (as amended) and Housing Act 2004 (as amended).	<p>To exercise all functions relating to housing conditions, issue of licences, service of orders and notices and powers of entry.</p> <p>To institute legal proceedings</p>	Cabinet/ Leader.	<p>Strategic Housing Manager</p> <p>Strategic Housing Manager in consultation with Principal Solicitor</p>
5	Housing Associations - Nominations.	To deal with the nomination where necessary of homeless applicants to housing association dwellings.	Cabinet/ Leader.	Strategic Housing Manager.
6	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.

7	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.
8	Housing Grants.	To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996.	Cabinet/ Leader.	Strategic Housing Manager.
9	Low Cost Housing.	<ol style="list-style-type: none"> 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. 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. 3. To revise fees in relation to low cost housing transactions. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 3. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Strategic Housing Manager. 2. Principal Solicitor. 3. Assistant Director of Legal,

				Democratic and Procurement Services, Assistant Director of Community Services and Financial Services Manager in consultation with the relevant Portfolio Holders.
10	Low-Cost Housing Capital Receipts <i>(New delegation agreed by Members in 2024/25)</i>	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.	Council	The Assistant Director Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing.
11	Mandatory Disabled Facilities Grant.	<ol style="list-style-type: none"> 1. To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996. 2. To grant extensions of time of up to six months within 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Strategic Housing Manager. 2. Assistant Director of

		which improvements are to be completed.		Community Services.
12	Protection from Eviction Act.	To take appropriate action (including the institution of criminal or civil proceedings).	Cabinet/ Leader	Assistant Director of Community Services or Principal Solicitor.
13	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 and Resources or Assistant Director of Community Services
14	Regulation of Mobile Home Sites	To institute legal proceedings under section 1 of the Caravan Sites and Control of Development Act 1960	Council Cabinet/Leader	Strategic Housing Manager in consultation with the Principal Solicitor

		<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 		Strategic Housing Manager
15	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 Services
16	First Homes	To make amendments to Council's the First Homes Policy to reflect future Government guidance	Cabinet	Assistant Director of Community Services following consultation with the Portfolio Holder for Strategic Housing
17	Local Lettings Plan	To agree and adopt future Local Lettings Policies	Cabinet	Assistant Director of Community Services following consultation with the Portfolio Holder for Strategic Housing

18	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
19	Boarding up of dangerous buildings	To serve notice under Section 9 of the Local Government (Miscellaneous Provisions) Act 1982	Cabinet/Leader	Strategic Housing Manager
20	Statutory Nuisance	To take all necessary action in relation to statutory nuisance under the Environmental Protection Act 1990.	Council	Strategic Housing Manager
21	Renters Rights Act 2025 – investigatory powers	To exercise all powers in respect of entry, inspection, investigation, service of notices and other functions for the purposes of the following legislation: - Renters Rights Act 2025 sections 114 to 132 (investigatory powers) and section 110 (reporting to government)	Cabinet/ Leader	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader] / [Private Sector Housing Officer]
22	Renters Rights Act 2025 -	To undertake investigations into potential offences under sections 33, 34, 39 and 56 of the Renters Rights Act 2025	Cabinet/ Leader	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager]

	Discrimination in rental market/ requirement to state rent			/ [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader] / [Private Sector Housing Officer]