

# APPENDIX 1

| COMMUNITY SERVICES                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                                                                                                            |
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| 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.                                                                                 |
| 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/Private Sector Team Leader |
| General regulatory and enforcement activity for private sector housing (including Houses of Multiple Occupation) | <p>1. To exercise all local authority regulation and enforcement functions under the legislation listed below:-</p> <ul style="list-style-type: none"> <li>Housing Act 1985</li> <li>Housing Act 1988</li> <li>Housing Act 2004 (and associated regulations)</li> <li>Housing and Planning Act 2016</li> <li>Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020</li> <li>Environment Protection Act 1990 section 79(1)(a)</li> <li>Building Act 1984</li> <li>Local Government (Miscellaneous Provisions) Acts 1976, 1982</li> </ul> | 1.               | Strategic Housing Manager                                                                                  |

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To sign housing-related notices for houses in multiple occupation under the Housing Act 2004.

To inspect conditions under the Housing Health and Safety Rating System - Housing Act 2004.

To issue interim and final orders

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## APPENDIX 2

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|                                           | <ul style="list-style-type: none"> <li>• <u>Prevention of Damage by Pests Act 1949</u></li> <li>• <u>Public Health Act 1961</u></li> </ul> <p>2. To institute legal proceedings <u>for offences under the legislation listed above</u>.</p> <p>3. To impose a financial penalty for an offence as an alternative to bringing a prosecution.</p> |                     | 2 and 3 Strategic Housing 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.                                                 |
| 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.                                                 |
| 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.                                                 |
| Housing Grants.                           | To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996.                                                                                                                                                                                                                                  | Cabinet/ Leader.    | Strategic Housing Manager.                                                 |
| Low Cost Housing.                         | 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.                                                                                                                                                                                                 | 1. Cabinet/ Leader. | 1. Strategic Housing Manager.<br><br>2. Principal Solicitor.               |

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|                                                                                                      | <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>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>2. To grant extensions of time of up to six months within which improvements are to be completed.</p>                                                                       | <p>1. Cabinet/ Leader.</p> <p>2. Cabinet/ Leader.</p> | <p>1. Strategic Housing Manager.</p> <p>2. Assistant Director of Community and Housing Services.</p>                                                                                                                 |
| <p>Protection from Eviction Act.</p>                                                                 | <p><u>1. To institute legal proceedings in respect of illegal evictions and harassment under the provisions of the</u></p>                                                                                                                                                                              | <p>Cabinet/ Leader</p>                                | <p><u>1 and 2</u> Assistant Director of Community &amp; Housing Services in consultation</p>                                                                                                                         |

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|                                                                                                                                 | <p><u>Protection From Eviction Act 1977 and Housing Act 1988 (as amended by the Renters Right Act 2025).</u></p> <p>2. <u>To impose a financial penalty for an offence under section 1 of the Protection from Eviction Act (as amended) as an alternative to bringing a prosecution.</u></p> |                        | <p><u>with</u> Principal Solicitor.</p>                                                                                                                                                                             | <p><b>Deleted:</b> or</p> <p><b>Deleted:</b> To take appropriate action (including the institution of criminal or civil proceedings).</p> <p><b>Formatted:</b> Font: 12 pt</p> <p><b>Formatted:</b> Font:</p> <p><b>Formatted:</b> Line spacing: single</p>                                                                                                                                  |
| <u>Discrimination in the rental market</u>                                                                                      | <u>To take enforcement action under Chapter 3 of the Renters Rights Act 2025, including the imposition of financial penalties in accordance with the Councils Enforcement and Civil Penalties Notice Policy</u>                                                                              | <u>Cabinet/ Leader</u> | <u>Assistant Director of Community and Housing Service</u>                                                                                                                                                          | <p><b>Formatted:</b> Font: 12 pt</p> <p><b>Formatted:</b> List Paragraph, Indent: Left: 1.23 cm, First line: 0 cm</p> <p><b>Formatted:</b> Font: +Body (Aptos), 12 pt</p> <p><b>Formatted:</b> Font: +Body (Aptos)</p> <p><b>Formatted:</b> Font: +Body (Aptos), 12 pt</p> <p><b>Formatted:</b> Indent: Left: 0 cm, First line: 0 cm, Space After: 10 pt, Line spacing: Multiple 1.15 li</p> |
| <u>Stating the proposed rent and rental bidding</u>                                                                             | <u>To take enforcement action under Chapter 6 of the Renters Rights Act 2025, including the imposition of financial penalties in accordance with the Councils Enforcement and Civil Penalties Notice Policy</u>                                                                              | <u>Cabinet/Leader</u>  | <u>Assistant Director of Community and Housing Service</u>                                                                                                                                                          | <p><b>Formatted:</b> Font: +Body (Aptos), 12 pt</p> <p><b>Formatted:</b> Font: +Body (Aptos), 12 pt</p> <p><b>Formatted:</b> Font: +Body (Aptos), 12 pt</p>                                                                                                                                                                                                                                  |
| <p><u>Renters Rights Act 2025 – investigatory powers</u></p> <p>(Added following report on Renters Right Act in March 2026)</p> | <u>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)</u>           | <u>Cabinet/ Leader</u> | <u>Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy &amp; Enabling Team Leader] / [Private Sector Housing Officer]</u> | <p><b>Formatted:</b> Font: 12 pt</p> <p><b>Formatted:</b> Font: 12 pt</p> <p><b>Formatted:</b> Font: 12 pt</p> <p><b>Formatted:</b> Font: 12 pt</p> <p><b>Deleted:</b></p>                                                                                                                                                                                                                   |

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| Renters Rights Act 2025 Investigations<br><br>(Added following report on Renters Right Act in March 2026) | To undertake investigations into potential offences under sections 33, 34, 39 and 56 of the Renters Rights Act 2025                                                                                                                                                                                                                                                                                                                    | Cabinet/ Leader  | [Assistant Director ofCommunity and Housing Services] / [Housing Strategy Manager] / [Private Sector Housing Team Leader] / [Housing Strategy & Enabling Team Leader] / [Private Sector Housing Officer] |
| Private Sector Housing Enforcement and Civil Penalty Policy                                               | To update the Policy in line with any legislative or government guidance updates                                                                                                                                                                                                                                                                                                                                                       | Cabinet/ Leader  | Assistant Director of Community and Housing Service following consultation with the Portfolio Holder for Housing                                                                                         |
| 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                                                                           | To institute legal proceedings under section 1 of the Caravan                                                                                                                                                                                                                                                                                                                                                                          | Council          | Strategic Housing Manager in                                                                                                                                                                             |

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|                                                                              | <p>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"> <li>• Caravan Sites and Control of Development Act 1960</li> <li>• <u>Caravan Sites Act 1968</u></li> <li>• <u>Mobile Homes Act 2013</u></li> </ul> | Cabinet/Leader | <p>consultation with the Principal Solicitor</p> <p>Strategic Housing 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                                                                                                   |
| Boarding up of dangerous buildings                                           | To serve notice under Section 9 of the Local Government                                                                                                                                                                                                                                                                                                                               | Cabinet/Leader | Strategic Housing Manager                                                                                                   |

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|                    | (Miscellaneous Provisions) Act 1982                                                                         |         |                           |
| Statutory Nuisance | To take all necessary action in relation to statutory nuisance under the Environmental Protection Act 1990. | Council | Strategic Housing Manager |