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 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 Services Manager/Private Sector Housing Manager
General regulatory and enforcement activity for private sector housing (including Houses of Multiple Occupation	1. To exercise all local authority regulation and enforcement functions under the legislation listed below:- • Housing Act 1985 • Housing Act 1988 • Housing Act 2004 (and associated regulations) • Housing and Planning Act 2016 • Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020 • Environment Protection Act 1990 section 79(1)(a) • Building Act 1984 • Local Government (Miscellaneous Provisions) Acts 1976, 1982	Cabinet/ Leader.	Strategic Housing Manager

	• Prevention of Damage by Pests Act 1949 • Public Health Act 1961 2. To institute legal proceedings for offences under the legislation listed above. 3, To impose a financial penalty for an offence as an alternative to bringing a prosecution.		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 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 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 Services Manager.
Housing Grants.	To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996.	Cabinet/ Leader.	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 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	1. Cabinet/ Leader. 2. Cabinet/ Leader.	1. Strategic Housing Services Manager. 2. Principal Solicitor.

	breach of covenants made in the purchase of low cost housing. 3. To revise fees in relation to low cost housing transactions.	3. Cabinet/ Leader.	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.
Low-Cost Housing Capital Receipts	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.
Mandatory Disabled Facilities Grant.	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 which improvements are to be completed.	1. Cabinet/ Leader. 2. Cabinet/ Leader.	1. Strategic Housing Services Manager. 2. Assistant Director of Community and Housing Services.
Protection from Eviction Act.	1. To institute legal proceedings in respect of illegal evictions and harassment under the provisions of the Protection From Eviction Act 1977 and Housing Act 1988 (as amended	Cabinet/ Leader	1 and 2 Assistant Director of Community and Housing Services in consultation

	by the Renters Right Act 2025). 2. 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.		with Principal Solicitor.
Discrimination in the rental market	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	Cabinet/ Leader	Assistant Director of Community and Housing Service
Stating the proposed rent and rental bidding	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	Cabinet/Leader	Assistant Director of Community and Housing Service
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]
Renters Rights Act 2025 Investigations	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] /

			[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 Sites and Control of Development Act 1960 To take all steps to manage and regulate Mobile Home Sites, including the exercise of power of entry under the following legislation:- • Caravan Sites and Control of Development Act 1960 • Caravan Sites Act 1968	Council Cabinet/Leader	Strategic Housing Services Manager in consultation with the Principal Solicitor Strategic Housing Services Manager

	• Mobile Homes Act 2013		
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 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 Services Manager
Statutory Nuisance	To take all necessary action in relation to statutory nuisance under the Environmental Protection Act 1990.	Council	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, 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 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, Assistant

			Director of Planning, Leisure and Cultural Services and Director of Worcestershire Regulatory Services

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, , 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
Climate Change and Biodiversity	To deal with day-to-day management of Climate Change and Biodiversity, including the submission of funding bids to support this work.	Cabinet	[Assistant Director Community and Housing Services]/[Strategic Services Manager]/[Climate Change and Biodiversity Manager]
Community Transport and Shopmobility	To deal with day-to-day management of BURT and Shopmobility Schemes	Cabinet	[Assistant Director of Community and Housing Services] / [Community Services Manager]