

# Directorate Scheme of Delegations: Housing Directorate

## Introduction

In the Constitution, Full Council delegate certain powers and functions to the Executive Directors.

This is the Housing Directorate Scheme of Delegation to officers. It:

- i) Summarises the powers and functions delegated to the Executive Director of Housing, in [Part 1](#)
- ii) Describes how the Executive Director has delegated these powers and functions to officers in their Directorate to exercise on their behalf, in [Part 2](#).

This scheme is subject to the [Council's Constitution](#), including the Council Schemes of Delegation and the Procurement Rules, the Financial Regulations and Standing Orders. This Scheme of Delegation will need to be read in conjunction with the [Finance Scheme of Delegation](#).

The Executive Director will delegate to the post that's most appropriate for the exercise of the function. Any direct line manager between the Executive Director and the post delegated the function is also entitled to perform that function, unless otherwise stated in the scheme.

In the event of a civil emergency or a business continuity disruption, all authorities relevant to the management of the incident are delegated to named duty officers, officers attending multi-agency coordination group meetings or officers chairing an Incident Management Team, as appropriate.

Although Executive Directors can delegate functions they remain responsible for and accountable to the council for the exercise of their delegated powers. On occasions they may still decide to take decisions themselves. Officers may decide to refer delegated powers back to the Executive Director, or Full Council. Full Council can also decide to reserve a particular decision to themselves.

This Scheme of Delegation will remain in force until it is amended or revoked by the Executive Director for Housing or via changes to the Council Schemes of Delegation.

Guidance for managers and staff on how to use Schemes of Delegation is available on the Source.

## **Part 1: Functions delegated under the Constitution to the Executive Director of Housing**

Any function of a committee falling within the portfolio of the Housing Directorate including functions relating to:

(a) Housing and Landlord Services;

shall be executed by the Executive Director – Housing notwithstanding its onward delegation in the officer schemes of delegation.

## **Part 2: Delegations to Officers from the Executive Director**

### **1. Housing and Landlord Services**

#### **Housing Services**

##### **A. Function:** Estate Services

- i. Incorporating Estate Management (tenancy management), lettings, Estates and Sites management (Caretaking), Rent management, Services to Older People (STOP) and all aspects of right to buy and leaseholder management

**Post holder authorised to carry out function:** Head of Estate Services, Housing Managers (Estate Management, Rent and Financial Inclusion, Services to Older People, Estates and Sites (Caretaking)), Lettings Manager, Estate Management, Rent and Financial Inclusion, Services to Older People, Caretaking, Right to Buy and Leasehold Team Leaders

##### **B. Function:** Business Innovation

**Post holder authorised to carry out function:** Head of Business Development, Senior Project Manager, Policy & Practice Manager, Project Managers, Service Improvement Team Manager, Housing Systems Team Leader

##### **C. Function:** Planned Maintenance

**Post holder authorised to carry out function:** Head of Housing Repairs and Maintenance, Planned Maintenance, Planning and Commissioning Manager, Cyclical and planned maintenance Manager, M&E and heating Manager, Major Projects Manager, Planned programmes supervisors, Asset Review Manager

##### **D. Function:** Responsive Repairs

**Post holder authorised to carry out function:** Head of Housing Repairs and Maintenance, Responsive Repairs, Trade Managers, Responsive Repairs Managers, Responsive Repairs supervisors

##### **E. Function:** Regulatory Reform (Fire Safety) Order 2005

- i. For ensuring that the council's premises comply with the duties imposed by the Order.

**Post holder authorised to carry out function:** Director Homes and Landlord Services

##### **F. Function:** Housing Ombudsman Complaint Handling Code 2024

- a. Senior lead person accountable for complaint handling within social housing (landlord) function

**Post holder authorised to carry out function:** Director Homes and Landlord Services

**G. Function:** Social Housing (Regulation) Act 2023

- a. Health and safety lead – Senior officer to act as the lead on certain functions relating to the landlords compliance with relevant health and safety obligations and standards
- b. Senior officer with responsibility for compliance with the consumer standards. Oversees compliance with consumer standards, risk of non-compliance, consumer inspections, reactive engagement in potential standards violations, landlord performance data collection, and consumer regulation.

**Post holder authorised to carry out function:** Director Homes and Landlord Services

**H. Function:** Building Safety Act 2022

- a. Accountable person and principal accountable person and duty holder for higher-risk buildings (HRBs) – 18m or more
- b. Resident engagement strategy Notifying the governing body

**Post holder authorised to carry out function:** Director Homes and Landlord Services

## **Private Housing and Accessible Homes**

This section contains all the Private Housing and Accessible Homes functions within Housing Directorate. It must be read in conjunction with the Limitations set out in the Private Housing and Accessible Homes Service Authorisations document.

**A. Function:** Private Sector Housing and Accessible Homes

- i. Includes licensing of private rented properties and all private housing related enforcement including public health matters, empty properties, tenancy relations, Consumer protection legislation (including those duties & powers arising in its capacity as the weights & Measures Authority including those under the Consumer rights Act 2015) in so far as they relate to the regulation of the housing market including, but not limited to, Estate Agency, Landlords, Property agents, auctioneers, and any person engaged in the sale, rent, supply of property, housing renewal functions and the management of gypsy and travellers sites.
- ii. Assessments under the Care Act 2014, Housing, Grants Construction and Regeneration Act 1996 for the installation of aids, adaptations and Technology Enabled Care (TEC) to Homes.
- iii. This includes the following powers:
  - a. Power to require proper maintenance of land (section 215(1) of the Town and Country Planning Act 1990)
  - b. Service of abatement notice for Statutory Nuisance.
  - c. The inspection of the authority's area to detect any statutory nuisance.
  - d. The investigation of any complaint as to the existence of a statutory nuisance
  - e. Power to issue licences authorising the use of land as a caravan site ("site licences") (Section 3(3) of the Caravan Sites and Control of Development Act 1960 (c.62)).

- f. The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.
- iv. Detailed information on all powers and delegations is provided in the Private Housing and Accessible Homes Service Authorisations document

**Post holder authorised to carry out function:** Private Housing and Accessible Homes Manager, Private Housing Managers, Accessible Homes and TEC Manager, Private Housing Team Leader, Senior Environmental Health Housing Officers, Environmental Health Housing Officers (Level 1 and 2), Trading Standards Officer, Private Housing Caseworkers, Private Housing Caseworker Level 1 (Tenancy Relations Officer), Tenancy Relations Officer Level 2, Gypsy and Roma Traveller Coordinator and the Gypsy Sites and Community Liaison Officer, Technical, Occupational Therapy and TEC Supervisors, Occupational Therapists, Occupational Therapy Aids and Project Coordinators \*Or equivalent post

- B. **Function:** Private Housing and Accessible Homes, Empty property work Section 17 Housing Act 1985 Agreement to the making and implementation of CPO's

**Post holder authorised to carry out function:** Properties or land valued at under £250k – Director of Housing and Landlord Services; Properties or land valued at between £250k and £499k – Executive Director Housing; Where a property or land is valued at £500k or above is to be compulsory purchased this is a key Decision and a report will be submitted to the relevant Committee for authorisation to proceed.

## Housing Options

- A. **Function:** Decisions made under the Housing Act 1996
- i. Homelessness acceptances, (Part 7, Housing Act 1996)
  - ii. Interim accommodation, (Part 7, Section 188, Housing Act 1996)
  - iii. Suitability of temporary accommodation, (Part 7, Section 202, Housing Act 1996)
  - iv. Suitability of a permanent offer of accommodation, (Part 7, Housing Act 1996)

**Post holder authorised to carry out function:** Housing Advisor (BG10)

- B. **Function:** Decisions made under the Housing Act 1996
- i. Storage of possessions, (Part 7, Section 212, Housing Act 1996)
  - ii. Extend interim accommodation pending review

**Post holder authorised to carry out function:** Team Leader, Homelessness Prevention Team (BG12)

- C. **Function:** Decisions made under the Housing Act 1996
- i. Review of negative decision, (Part 7, Section 202, Housing Act 1996)

**Post holder authorised to carry out function:** Specialist Advisor (BG11)

- D. **Function:** Decisions made under the Housing Act 1996
- i. End family hostel or satellite temporary accommodation (BCC in-house)

**Post holder authorised to carry out function:** Team Leader (BG12)

- E. **Function:** Decisions made under the Housing Act 1996

- i. Homechoice banding - lower priority housing applications (bands 3 and 4), (Part 6, Housing Act 1996)  
**Post holder authorised to carry out function:** Homechoice Advisors (BG8)
- F. **Function:** Decisions made under the Housing Act 1996
  - i. Homechoice banding – higher priority housing applications (bands 1 and 2), (Part 6, Housing Act 1996)  
**Post holder authorised to carry out function:** Team Leaders (BG11)
- G. **Function:** Decisions made under the Housing Act 1996
  - i. Homechoice banding – applicants with health needs (bands 1 and 3), (Part 6, Housing Act 1996)  
**Post holder authorised to carry out function:** Health and Housing Assessors (BG10)
- H. **Function:** Decisions made under the Housing Act 1996
  - i. Banding reviews, (Part 6, Housing Act 1996)  
**Post holder authorised to carry out function:** Specialist Advisors (BG11), Specialist and Health Team Leader (BG12)
- I. **Function:** Decisions made under the Housing Act 1996
  - i. Banding and allocations that are exceptions to Homechoice policy, (Part 6, Housing Act 1996)  
**Post holder authorised to carry out function:** Housing Supply Team Manager (BG14)
- J. **Function:** Decisions made under the Housing Act 1996
  - i. Homechoice – not eligible, (Part 6, Housing Act 1996)  
**Post holder authorised to carry out function:** Homechoice Advisors (BG8) and Team Leaders (BG11)
- K. **Function:** Other decisions – policy and resources
  - i. Priority levels for homeless households on the Housing Support register  
**Post holder authorised to carry out function:** Housing Advisors HSR Coordinator (BG9)
- L. **Function:** Other decisions – policy and resources
  - i. Priority Move On Scheme applications  
**Post holder authorised to carry out function:** Team Leader, Accommodation Services (BG12)
- M. **Function:** Other decisions – policy and resources
  - i. Payments to private sector landlords – deposit bonds and financial incentives  
**Post holder authorised to carry out function:** Team Leader, Lettings Negotiation (BG12)
- N. **Function:** Other decisions – policy and resources
  - i. Tenancy rescue payments  
**Post holder authorised to carry out function:** Team Manager, Housing Supply (BG14)

## **Housing Delivery**

A. **Function:** Housing Delivery

**Post holder authorised to carry out function:** Head of Housing Delivery -  
Enabling and Development Services

**Authorised by:**

Sonia Furzland Interim Executive Director Housing

**Dated:** 26 April 2025