

GREEN & BUILT ENVIRONMENT

By Virtue of an agreement with People 1st (Slough) Ltd. the Council has delegated to that company a number of functions under the broad headings of housing management, leasehold services, repairs and maintenance and stock investment, details of which are contained in the schedule to the contract.

	FUNCTION	AUTHORISED OFFICER
1.	<p><u>Consultation</u></p> <p>To consult and promote participation of residents and tenants in service development.</p>	<p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p>
2.	<p><u>Government Returns</u></p> <p>Complete H.I.P. returns annually in line with the agreed capital programme and strategy.</p>	<p>Assistant Director of Housing</p>
3.	<p><u>Tenants' Improvements</u></p> <p>Approval or refusal of applications from tenants to carry out external or internal improvements to Council accommodation subject to the Housing Act 1985 and subject to compliance with building regulations and planning requirements.</p>	<p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing/ strategic Director of the Green and Built Environment</p>
4.	<p><u>Improvements to Sold Council Dwellings</u></p> <p>Approval or refusal of applications from owners of sold Council dwellings:-</p> <p>(a) To carry out internal improvements or external improvements not involving significant additions to the existing building.</p> <p>(b) To carry out significant external improvements.</p>	<p>Head of Paid Service People 1st (Slough) Ltd Assistant Director of Housing / Strategic Director of the Green and Built Environment.</p> <p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p>
5.	<p><u>Access to Personal Files, etc.</u></p> <p>(a) To implement and deal with the Access to Personal Files (Housing) Regulations 1989 including the fixing of a nominal charge.</p> <p>(b) Determination of appeals with regard to (a) above.</p>	<p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p> <p>Assistant Director of Housing</p>

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	<u>Rents & Management Matters</u>	
6.	(a) Fixing of rents for properties on Council housing estates used for special purposes.	Strategic Director of the Green and Built Environment and Strategic Director of Resources
	(b) Payment of sums as approved to tenants in respect of their transfer from under-occupied housing of any type to smaller properties.	Assistant Director of Housing and Housing Needs Manager
	(c) To deal with tenant consultation in accordance with the Council's policy and current legislation.	Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u> Assistant Director of Housing.
	(d) Payment of reasonable removal and reconnection of appliance expenses and a disturbance allowance (not exceeding the maximum approved from time to time), in appropriate cases to tenants who are requested to move by the Council, and where there is a management advantage to the Council in their moving.	
	(e) Service of Notice of Variation of Rent.	Assistant Director of Housing
	(f) Amendments to tenancy terms in accordance with the Council's policy.	Assistant Director of Housing in consultation with Borough Secretary and Solicitor
	(g) Fixing of standard charges for rechargeable repairs.	Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u>
	(h) Approval of applications for "three room scheme" of internal redecoration.	Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u>
	(i) Authorisation of refunds of undue expenditure, rent refunds and similar items (not the fault of the tenants) in appropriate circumstances; waiver of rents and charges in respect of temporary disruption of occupation or services; authority to waive or reduce the standard charge for bed and breakfast accommodation in cases of hardship.	Assistant Director of Housing

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	<p>(j) Ordering of works of alteration within budget provision to Council properties to meet the needs of disabled persons.</p> <p>(k) Issue of distress warrants for rent arrears.</p>	<p>Head of Paid Service People 1st (Slough)-Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough)-Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p>
7.	<p><u>Cable T.V.</u></p> <p>Making of arrangements for the cabling of municipal housing estates.</p>	<p>Head of Paid Service People 1st (Slough)-Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p>
8.	<p><u>Modernisation</u></p> <p>To approve extensions and other improvements to properties where such suitable properties exist and where tenants would benefit, the cost to be funded from the Miscellaneous Modernisation Budget.</p>	<p>Head of Paid Service People 1st (Slough)-Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p>
9.	<p><u>Homelessness</u></p> <p>(a) To consider and deal with cases of permanent re-housing arising from the implementation of Part 7 of the 1996 Housing Act. as amended.</p> <p>(b) Determination of appeals against decisions in homelessness cases in accordance with approved policy guidelines.</p> <p>(c) Authorisation to give rent guarantees as part of the duty to provide advice and assistance and the prevention of homelessness.</p> <p>(d) To deal with the leasing of private sector properties in accordance with the Council's approved scheme.</p>	<p>Housing Assessment Manager and Housing Needs Manager</p> <p>Assistant Director of Housing or Housing Needs Manager</p> <p>Housing Needs Manager</p> <p>Housing Needs Manager</p>

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<p>10.</p>	<p><u>Allocation Scheme</u></p> <p>(a) To deal with all matters in connection with (i) the allocation of housing accommodation in accordance with current legislation and the schemes of allocation adopted by the Council and (ii) applications for transfer and exchanges of accommodation.</p> <p>(b) To deal with all applications from tenants of the Council for alternative accommodation on non-housing needs grounds.</p> <p>(c) Re-housing of the tenants and their families in cases where Closing, Demolition and Clearance Orders are made.</p> <p>(d) Acceptance of service authorities' certificates of cessation of entitlement to occupy a service quarter in lieu of Court Order.</p> <p>(e) To amend or vary the designation as elderly persons dwellings, bed-sit bungalows and one bedroom flats which are not part of a sheltered complex.</p> <p>(f) Appeals on those matters referred to in (a) and (b) above.</p> <p>(g) To transfer tenants on management grounds.</p>	<p>Assistant Director Housing, Housing Needs Manager, Lettings Manager</p> <p>Housing Needs Manager</p> <p>Housing Needs Manager</p> <p>Housing Needs Manager</p> <p>Housing Needs Manager</p> <p>Housing Needs Manager (provided he or she had not been involved in the original decision) or Assistant Director of Housing</p> <p>Assistant Director of Housing/Head of Paid Service People 1st (Slough) Ltd. / Strategic Director of the Green and Built Environment</p>
<p>11.</p>	<p><u>Provision of Council Housing in Special Cases</u></p> <p>(a) Within established policy deal with applications for priority housing on medical grounds, non-housing need grounds and emergency housing accommodation from persons who are homeless or threatened with eviction from their present accommodation.</p> <p>(b) Appeals on those matters referred to in 11 (a) above.</p>	<p>Housing Needs Manager who should take specialist advice where necessary</p> <p>Assistant Director of Housing</p>
	<p align="center">FUNCTION</p>	<p align="center">AUTHORISED OFFICER</p>

12.	<p><u>Management of Council Housing</u></p> <p>To deal with:-</p> <p>(a) Applications for succession of tenancy within statutory right where the property is not under-occupied.</p> <p>(b) Applications for second succession or succession leading to under-occupation.</p> <p>(c) Applications for assignment of a tenancy.</p> <p>(d) Applications to sublet or part with possession of part of a property.</p> <p>(e) Application under the “right to approve”.</p>	<p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. Assistant Director of Housing / Strategic Director of the Green and Built Environment</p> <p>Area Housing Managers/RTB Officer</p>
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N.B. Appeals against the Officer decisions referred to in 11 and 12(i), (iii), (iv) and (v) shall be considered initially by the Assistant Director of Housing. There may be a further appeal to the Appeals Sub-Committee on referral by Officers or at the request of 3 Members.

13.	<p><u>Termination, Possession & Legal Proceedings</u></p> <p>(a) To sign and serve Notices of Seeking Possession for tenancy conditions.</p> <p>(b) To serve Notice to quit for unauthorised occupation or abandonment of tenancy and recover possession.</p> <p>(c) To authorise possession proceedings.</p> <p>(d) To authorise eviction proceedings.</p> <p>(e) Recovery of Court costs and associated fees from Possession Proceedings, and other legal action for breach of Tenancy Conditions.</p>	<p>Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / Strategic Director of the Green and Built Environment</p> <p>Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / Strategic Director of the Green and Built Environment</p>
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	(f) Waiver of or partial claim for Court costs where reasonable.	Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / <u>Strategic Director of the Green and Built Environment</u>
14.	<u>Squatting</u> To authorise recovery under the Criminal Law Act 1977.	Head of Paid Service People 1st (Slough) Ltd. and the Assistant Director Housing / <u>Strategic Director of the Green and Built Environment</u>
15.	<u>Sales of Housing</u> Signature of TRB and RTB forms in connection with Housing Act 1985.	Assistant Director of Housing
16.	In respect of sales under the Housing Act 1985, the Housing & Building Control Act 1984 and any voluntary sales scheme to:-	
	(a) Seek determination from the Secretary of State – appropriate cases, to serve Admission of the Right to Buy, authorise cases in pursuance of Sections 4(2) and 15(2) of the Housing Act 1985 and acceptance of statutory declarations;	Assistant Director of Housing
	(b) Approve and exercise discretions permitted in the Acts covering mortgages;	Assistant Director of Housing in consultation with the Strategic Director of Resources
	(c) Determine the parameters in respect of mortgage offers to be made in cases where a tenant has served a Notice requesting a shared equity lease;	Assistant Director of Housing in consultation with the Strategic Director of Resources
	(d) Grant of extension of time limits as permitted;	Assistant Director of Housing in consultation with the Strategic Director of Resources
	(e) (i) Determine service charges in respect of leasehold sales and refunds in accordance with current legislation;	Assistant Director of Housing
	(ii) To authorise refunds of undue expenditure on service charges and similar items (not the fault of leaseholders) in appropriate circumstances;	Assistant Director of Housing

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	(iii) To waive charges in respect of temporary disruption of occupation or services.	Assistant Director of Housing
	(f) Carry out structural surveys as required.	Head of Paid Service, People 1st Slough, Ltd <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u>
	(g) Determine applications for the purchase of amenity areas and off-site garages by Right to Buy purchasers;	Assistant Director of Housing
	(h) To decide on applications for the Right to Buy from tenants of designated elderly persons' dwellings, in accordance with the legislation currently in force, ensuring that as far as possible the properties concerned are retained in the Council's housing stock;	Assistant Director of Housing
	(i) In respect of Housing (Service Charge Loan) Regulations 1992 for Leaseholders who purchased under the right to buy; to arrange loans secured against the property. In respect of service charges for repairs and circumstances not work covered by the right to a loan and subject to a minimum sum borrowed of £500;	Assistant Director of Housing in consultation with the Strategic Director of Resources
	(j) To determine the administrative expenses for arranging each loan and the scale of charges (to cover the Council's costs);	Assistant Director of Housing in consultation with the Strategic Director of Resources
	(k) Appeal against discretionary determinations.	Strategic Director of the Green and Built Environment
17.	<u>Tenants' Right to Repair</u> (a) Authority to operate statutory schemes under Right to Repair legislation. (b) Authority to pay compensation for failure of the Council to carry out repairs in accordance with the Tenancy Agreement and current Landlord and Tenant legislation.	Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u> Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u>

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18.	<p><u>Harassment</u></p> <p>Investigation of complaints or alleged offences, under Landlord & Tenant Act 1962 and under the Protection from Eviction Act 1977.</p>	Assistant Director of Housing
19.	To determine applications for transfer from tenants suffering from harassment.	Housing Needs Manager and Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u>
20.	To administer the Home Energy Efficiency Scheme (HEES) in respect of Council Property.	Head of Paid Service People 1st (Slough) Ltd. <u>Assistant Director of Housing / Strategic Director of the Green and Built Environment</u>
21.	<p><u>Private Tenants – Restoration of Services Local Government (Miscellaneous Provisions) Act 1976/1982</u></p> <p>Section 33 (Assistance to private tenants in restoration or continuation of supply of water, gas or electricity).</p>	Private Sector Housing Manager
22.	<p><u>Private Sector Housing</u></p> <p>(a) To exercise all of the Council's powers and duties under the housing/public health statutes set out in Appendix 1 and any Regulations and Orders made thereunder:-</p> <p>(b) To authorise suitably qualified Officers to exercise the various powers of entry for the purposes of inspection, survey etc. as provided for by the above-mentioned statutes.</p>	<p>Assistant Director of Housing</p> <p>Assistant Director of Housing</p>
23.	<p><u>Authorised Signatories for Affordable Housing Funded Schemes</u></p> <p>(a) Authority to sign Local Authority Social Housing Grant applications, subject to available Capital Funding.</p>	Assistant Director of Housing

	(b) Authority to sign Housing Association Grants claims.	Assistant Director of Housing
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	(c) Authority to sign scheme work certifications.	Assistant Director of Housing
24.	<p><u>Infill Housing Sites on Council Housing Estates</u></p> <p>Authority to approve sites before proceeding further.</p>	Assistant Director of Housing in consultation with Head of Paid Service People 1st (Slough) Ltd. / <u>Strategic Director of the Green and Built Environment</u>
25.	Authority to dispose of surplus sites to Registered Social Landlords for provision of new affordable housing.	Assistant Director of Housing in consultation with the Strategic Director of Resources
26.	<p><u>Demolition of Unfit Properties/Garage Sites</u></p> <p>Following completion of Compulsory Purchase Order to arrange for demolition of unfit housing or garage site in the interests of public safety and health and to seek to recover any expenditure as appropriate.</p>	Assistant Director of Housing Strategic Director of the Green and Built Environment in consultation with the Borough Secretary and Solicitor
27.	<p><u>Cash Incentive Scheme Portable Discounts</u></p> <p>(a) Authority to approve house purchase grants to tenants who meet the Council's criteria with the right of appeal to the Director of Community and Cultural Services.</p> <p>(b) To authorise the extension of the offer period for grants under this scheme.</p>	Assistant Director of Housing Assistant Director of Housing