

7.3 Housing and environment

Functions delegated to the assistant director of housing demand.

1. Definitions

Housing land: means land within the housing revenue account and land not held within the housing revenue account which is held for housing services, for housing purposes or purposes incidental to housing functions.

Housing revenue account: means the account kept pursuant to section 74 of the local government and housing act 1989.

Temporary accommodation: means accommodation used to temporarily house homeless households and is mainly (but not exclusively) general fund funded.

Valuer: means a valuer appointed by the Council

General

2. To charge, vary or waive a fee where there is a statutory power to do so.
3. To act as the proper officer of the council to perform the functions in relation to section 234 of the local government act 1972, in so far as they relate to the duties of the director in respect of housing and any other functions delegated to the assistant director.
4. To exercise the council's functions as housing authority in accordance with the relevant housing strategies, policies and plans relating to housing services other than housing asset management or estate regeneration.

5. Policy/Strategy

To develop and contribute towards the Council's functions in respect of the preparation and development of appropriate strategies, policies and plans.

6. Housing Demand

6.1 To exercise the Council's functions regarding homeless persons under homelessness legislation including (but not limited to):

6.1.1 The determination of cases presenting under the Housing Act 1996 (Part VII - as amended) and the determination of what duties, if any, are owed under this Act. This includes the provision of interim and other accommodation, as well as the use of powers to deal with applicants' belongings, as appropriate.

6.1.2 The carrying out of statutory reviews of decisions made under homelessness legislation.

7. Temporary Accommodation

7.1 The grant of non-secure tenancies and licenses and alteration of non-secure tenancies and licenses.

- 7.2 The management of non-secure tenancies and licenses and the termination of non-secure tenancies and licenses including (but not limited to) the issue and enforcement of notices to quit (following consultation with the Director of Legal and Democratic Services).
- 7.3 The enforcement of conditions of non-secure tenancies and licences and taking action as a result of lease/head licence expiry including (but not limited to) court action to obtain possession orders and evictions to secure possession.
- 7.4 Action in respect of illegal occupation including liaising with the Police to secure possession.
- 7.5 The management of void and empty properties.
- 7.6 The financial management of property, including (but not limited to) the setting and collection of rent and other charges (including arrears) and financial returns.
8. Allocation of accommodation under Housing Act 1996 (Part VI)
 - 8.1 The management and administration of the housing register of persons seeking housing (including the removal or suspension of persons).
 - 8.2 The allocation of housing including (but not limited to) the administration, review of the Council's allocation scheme.
 - 8.3 The statutory review of decisions under the Housing Act 1996 – Part VI.
9. Private sector leasing scheme

To enter into leases, supplemental leases, agreements, licenses, variations, rectification and surrenders with private sector suppliers (following consultation with the Director of Legal and Democratic Services) provided that authority has been obtained for the principal transaction.
10. Housing advisory service

To provide a housing advisory service and publish information on housing matters to members.