

GUILDFORD BOROUGH COUNCIL
SCHEME OF AUTHORISATION
ASSISTANT DIRECTOR – HOUSING SERVICES

1. Introduction

This scheme of authorisation lists the extent and nature of the authorisations granted by the Assistant Director – Housing Services (AD) to officers within their service area nominated to undertake functions on their behalf.

2. General Principles

In this internal scheme of authorisation, any reference to the functions of the “Council” means the functions of Waverley Borough Council. Any reference to any function, duty, requirement or instruction of the Council means a function, duty, requirement or instruction of the Council, the Executive or an appropriate Committee or any person or body exercising the functions of the Council as the case may be. The authority of an officer to exercise a delegation on behalf of the AD does not prevent the AD, Council, the Executive, an individual portfolio holder or an appropriate Committee from exercising that function where it is lawful for that body or person to do so.

An officer authorised to exercise a delegated power on behalf of the AD under this scheme may waive their power to exercise the function and instead refer the matter back to the AD to exercise their delegated authority. The AD remains ultimately accountable and responsible for the exercise of their delegation and must give consideration and be satisfied that the officer whom they nominate in this Scheme of Authorisation is of an appropriate level, bearing in mind the nature of the authority that they will be exercising.

An officer authorised to exercise a delegated power under this scheme must notify, or consult where appropriate, such members and officers where required to do so under this scheme of authorisation, or as they consider appropriate where judgement suggests that this is prudent, for example with the appropriate Ward Councillor where the action to be taken is likely to affect their ward, or where it is likely to be sensitive or high profile.

A copy of this Scheme and any amendments to it must be sent to the Monitoring Officer within five working days of it taking effect and the Scheme, or any amendments to it, will be published on the Council's website.

3. Absence, Conflicts of Interest etc.

In this scheme of authorisation, if an officer to whom authority to exercise a delegated power is not in post or is absent or ought not, because of a conflict of interest, act in the matter:

- In the case of an absence or a person not being in post, the duty or function shall be exercisable by the person covering that post under any interim arrangements.
- In the case of a conflict of interest, the duty or function shall be exercisable by the AD, or another person who the AD has authorised to exercise that delegation.

4. Conditions

An officer who is authorised to exercise a delegated power on behalf of the Joint Strategic Director must do so in accordance with:

1. All statutory and other legal requirements, including statutory guidance and codes of practice.
2. The Constitution of the Council, including the Financial and Contract Procedure Rules and the Officer Code of Conduct.
3. All requirements set out in the Officer Scheme of Delegation
4. The Budget and Policy Framework and approved policies, plans and strategies.
5. So as to promote the efficient, effective & economic running of the Council
6. Any other policies, requirements or procedures of the Council including any requirement of this scheme.

5. No Further Authorisation Permitted

No nominated officer may authorise another, unless there is express permission from the AD that the specific power can be share further. Such permission must be included in this Scheme of Authorisation and any further nomination to another officer must be subject to the same considerations as set out in the Officer Scheme of Delegation.



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Assistant Director – Housing Services

29 August 2024

General				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations
2.8.1	To manage the functions for which they are responsible.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Operational Lead - DLO Specialist and Team Leader Neighbourhood Housing Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager	HR	
2.8.2	To make minor amendments to any Policy, Strategy, Consultation or similar document and sign notices, other than legal notices, arising from any decision of the Council, Committee or Executive.	Homelessness, Advice and Allocation Lead Housing Insight and Improvement Senior Specialist	Portfolio Holder	
2.8.3	To respond to consultations.	Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager	The Leader and relevant Portfolio Holder (in respect of Executive matters) or the relevant committee (in respect of non-Executive matters)	

2.8.4	To dispose of lost or uncollected property in accordance with S41 Local Government (Miscellaneous Provisions) Act 1982.	Neighbourhood Housing Lead Operational Lead - DLO Maintenance and Repairs Lead	JSD – Legal & Democratic Services	
2.8.5	To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which the officer is responsible.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Operational Lead - DLO Specialist and Team Leader Neighbourhood Housing Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager	JSD - Legal & Democratic Services JSD - Finance	Provided that any sharing of services is included within the S113 Agreement made between WBC (1) and GBC (2)
2.8.6	To carry out minor development for which planning permission is not required.	Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager	AD – Planning Development	
Contracts				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations
2.8.7	To take any action in relation to procurement and the letting of contracts for goods and services, within approved budgets.	CPR Threshold One (up to £5,000) The following officers have authority to approve procurements and sign contracts. <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Neighbourhood Housing Lead • Maintenance and Repairs Lead 		In accordance with Contract Procedure Rules including all relevant consultation

		<ul style="list-style-type: none"> • Special Projects – Housing Repairs • Housing Repairs Manager • Operational Lead - DLO • Specialist and Team Leader Neighbourhood Housing • Team Leader Estates • Housing Insight and Improvement Senior Specialist • Housing Strategy and Enabling Manager <p>CPR Threshold Two (from £5,000 up to £25,000) The following officer has authority to approve procurements.</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Neighbourhood Housing Lead • Special Projects – Housing Repairs • Housing Repairs Manager • Operational Lead - DLO <p>CPR Threshold Three (from £25,000 up to £150,000) The following officer has authority to approve procurements with Joint Strategic Director Finance</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Neighbourhood Housing Lead • Special Projects – Housing Repairs • Housing Repairs Manager • Operational Lead - DLO <p>CPR Threshold Four (from £150,000) The following officer has authority to approve procurements with Joint Strategic Director Finance</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Neighbourhood Housing Lead • Special Projects – Housing Repairs 		
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		<ul style="list-style-type: none"> Housing Repairs Manager 		
	Financial			
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations
2.8.8	To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates or Capital Programme, except where the Council has placed a reservation on any such item.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Operational Lead - DLO Specialist and Team Leader Neighbourhood Housing Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager		In accordance with the Financial Procedure Rules
2.8.9	To write off amounts as irrecoverable	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing	JSD- Finance Portfolio Holder	In accordance with the Financial Procedure Rules
2.8.10	To determine and award grant applications in relation to the functions for which they are responsible, other than award of grants to	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Specialist and Team Leader Neighbourhood Housing		In accordance with the Financial Procedure Rules

	voluntary sector organisations.	Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager		
2.8.11	To vary, in exceptional circumstances, fixed fees and charges.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead	Portfolio Holder	
2.8.12	To determine charges for the use of relevant services and events not covered by the annual review of fees and charges.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead	Portfolio Holder	Charges for new areas to be determined by the Executive
2.8.13	To submit bids to outside bodies for grant funding provided that match funding is available within budget.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Specialist and Team Leader Neighbourhood Housing Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager	JSD - Finance	
	Assets			
SoD Ref:	Delegation		Consultation Needed	Conditions and/or Limitations
2.8.14	To dispose of surplus assets (other than land and buildings) which are not of historical significance, interest or value.	Neighbourhood Housing Lead Housing Strategy and Enabling Manager		In accordance with the Financial Procedure Rules

Land				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or Limitations
2.8.15	To manage land, property and other assets allocated to the functions for which they are responsible.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Operational Lead - DLO Specialist and Team Leader Neighbourhood Housing Housing Strategy and Enabling Manager		
2.8.16	To decide whether to agree any requests for filming on the Council's property.	Neighbourhood Housing Lead		
2.8.17	To manage, operate and hire all relevant Council facilities including setting fees	Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing Team Leader Estates		
Legal				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or Limitations
2.8.18	To make application for warrants of entry to land or property under the provisions of any legislation, other than warrants for possession of land or property, in relation to	Neighbourhood Housing Lead See Housing Section below for further details	JSD – Legal & Democratic Services	

	functions for which they are responsible.			
2.8.19	To sign, issue and serve and respond to all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible.	Neighbourhood Housing Lead See Housing Section below for further details	Portfolio Holder	
2.8.20	To issue fixed penalty notices and community penalty notices where permitted by statute in relation to the functions for which they are responsible.	Neighbourhood Housing Lead		
2.8.21	To determine whether or not a simple caution should be administered following an investigation into an alleged criminal offence.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead	JSD – Legal & Democratic Services AD – Regulatory Services	There must be a full admission. It must be a minor matter
Licences, Notices etc.				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations

2.8.22	The determination of any application for permissions, consents, or licences or for registration within the functions for which they are responsible.	Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager		Except where reserved to Council, Executive or Committee
2.8.23	The issue and service of any notice or requisition for information concerned with matters within the functions for which they are responsible.	Neighbourhood Housing Lead See Housing Section below for further details		
2.8.24	The carrying out of works in default following non-compliance with any notice concerned with matters within the functions for which they are responsible.	Neighbourhood Housing Lead Housing Repairs Manager Compliance Manager Asset Manager		
2.8.25	The management of any internal appeal, challenge, or objection process against or in support of any of the Council's decisions, other than before a court or tribunal.	Neighbourhood Housing Lead See Housing Section below for further details		
Planning				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations

2.8.26	To make application for consents required in relation to planning permission and Building Regulation approval in respect of Council land or property in relation to the functions for which they are responsible.	Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Housing Strategy and Enabling Manager		
Staffing matters				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations
2.8.27	To determine and take action in relation to all staff matters within their service area, in accordance with the Officer Employment Procedure Rules and HR policies.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Operational Lead - DLO Specialist and Team Leader Neighbourhood Housing Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager	Consultation as required by Officer Employment Procedure Rules and HR policies.	In accordance with Officer Employment Procedure Rules and HR policies
2.8.28	To approve the attendance of officers on courses, seminars and other training events.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Housing Repairs Manager Maintenance and Repairs Lead Operational Lead - DLO		

Housing				
SoD Ref:	Delegation		Consultation Needed	Conditions and/or limitations
3.1.1	To exercise the Council's functions relating to all housing and homelessness functions in accordance with all relevant legislation and policies of the Council.	<p>Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Maintenance and Repairs Lead Special Projects – Housing Repairs Housing Repairs Manager Operational Lead - DLO Specialist and Team Leader Neighbourhood Housing Team Leader Estates Housing Insight and Improvement Senior Specialist Housing Strategy and Enabling Manager</p> <p>Including - Maintenance and Repairs Lead, Housing Repairs Manager to arrange right to repair, disrepair settlements and costs</p>		
3.1.2	To devise, manage and maintain the Housing Register maintained by the Council under the relevant statutory provisions in accordance with the Council's Housing Allocations Policy.	<p>Overarching: Homelessness, Advice and Allocation Lead</p> <p><u>A Housing Options Service and decisions under Part VI and VII of the Housing Act 1996 (as amended)</u> The following officers have the authority to make and issue homelessness decisions including accommodation decisions to meet/end homelessness duties and powers:</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Specialist Homelessness and Housing Options Team Leader • Specialist Homelessness & Housing Options officers <p>B The following officers have authority to make eligibility and banding decisions relating to the Housing Register</p>		Note: Allocation Scheme stipulates the seniority of Officer needed to make certain discretionary decisions outline in the scheme.

		<ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Senior Specialist Housing Advice & Allocations • Specialist Housing Advice & Allocations team officers • Case Services <p>C The following officers have the authority to review decisions under the Allocation of Housing and Homelessness (Review Procedures) Regulations 1999</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Homelessness and Housing Options Specialist Team Leader • Senior Specialist Housing Advice & Allocations • Specialist Homelessness and Housing Options Senior Compliance and Review Officer <p><u>D Rent Deposit Scheme</u> The following officers have authority to make decisions under the Rent Deposit Guarantee Scheme (Homes4U)</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead 		
3.1.3	To nominate people on the Council's Housing Register to properties in accordance with the Council's Housing Allocations Policy.	<p>The following officers have authority to make allocation/nomination decisions regarding social housing:</p> <ul style="list-style-type: none"> • Homelessness, Advice and Allocation Lead • Senior Specialist Housing Advice & Allocations • Specialist Housing Advice & Allocations team officers 		Note: Allocation Scheme stipulates the seniority of Officer needed to make certain discretionary decisions outline in the scheme.

3.1.4	To determine and where appropriate give consent for alterations or extensions to former Council houses and flats.	Neighbourhood Housing Lead Special Projects – Housing Repairs Housing Repairs Manager		
3.1.5	To lease property or land in connection with the Council's housing function, for the purpose of providing accommodation for those in housing need.	Homelessness, Advice and Allocation Lead Housing Strategy and Enabling Manager		Leader Portfolio Holder JSD – Finance
3.1.6	To undertake reviews of housing decisions made under relevant Housing legislation	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Specialist Homelessness and Housing Options Senior Compliance and Review Officer Housing Insight and Improvement Senior Specialist Repairs and Maintenance Lead Housing Repairs Manager	Any officer undertaking the review shall be senior to the officer who made the decision	
3.1.7	To enter into any instalment or other arrangements with a creditor or debtor of the Council in respect of the HRA.	Neighbourhood Housing Lead Leaseholder Lead		JSD - Finance
3.1.8	To take any necessary action to recover possession of a property where a tenant or leaseholder is in breach or	<u>A Seeking Possession of Properties</u> The following officers have the authority to sign and authorise – notice seeking possessions, notices to end introductory and flexible		A Condition - All authorising must ensure that the Notices are recorded in line

	<p>where other need for possession has arisen.</p>	<p>tenancies, notice to quit, notices to terminate licences and notices to evict squatters.</p> <p>Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing Team Leader Estates</p> <p>The following officers have the authority to make court applications for possession and/ or a money judgement order and any other legal action related to recovering a debt. Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing Team Leader Estates</p> <p><u>B Tenancy Management</u> The following officers has the authority to approve the allocation of tenancies and licences, approve the exchange of tenancies, approve transfers within policy, and approve the assignment and succession of tenancies.</p> <p>Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing Team Leader Estates</p> <p><u>C Anti-Social Behaviour, Crime and Policing Act 2014.</u> The following officers has the authority to sign and authorise notices under this Act. Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing Team Leader Estates</p>	<p>C In consultation with Anti-social Behaviour officer</p>	<p>with the relevant policy or procedure.</p> <p>B Condition - All authorising must ensure that the Notices are recorded in line with the relevant policy or procedure.</p> <p>C Condition - All authorising must ensure that the allocations are recorded in line with the relevant policy or procedure.</p>
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3.1.9	To take any action in respect of right to buy under the Housing Act 1985 including the disposal of properties under Right to Buy	<u>Section 151 offer letters – RTB offer letters (Housing Act 1985)</u> Neighbourhood Housing Lead Specialist and Team Leader Neighbourhood Housing Team Leader Estates		JSD – Legal & Democratic Services
3.1.10	To determine any leasehold applications including for lease extensions, grants, renewals, variations, sub-letting and change of use in respect of property within the Housing Revenue Account.	Neighbourhood Housing Lead Housing Strategy and Enabling Manager	Provided the Council obtains best consideration	Portfolio Holder JSD - Finance
3.1.11	To enter into nomination agreements with housing providers within the Councils agreed policies.	Homelessness, Advice and Allocation Lead Housing Strategy and Enabling Manager		
3.1.12	To take any action under the Party Wall Act 1996 in respect of properties within the HRA.	Neighbourhood Housing Lead Special Projects – Housing Repairs Housing Repairs Manager		
3.1.13	To acquire property or land in connection with the Council's housing function, for the purpose of providing emergency and temporary accommodation.	Homelessness, Advice and Allocation Lead Neighbourhood Housing Lead Housing Strategy and Enabling Manager	Within agreed budget provided that a business case is agreed	Portfolio Holder JSD- Housing, Communities & Environment JSD - Finance