



DELEGATED POWERS OF HEAD OF HOUSING

(If delegated officer is unavailable, delegation goes upwards, not downwards)

(Heads of Service Means: Chief Officer)

No.	Delegated Powers List	Consultation (Incl. Chair if Appropriate)	Officer Responsible
HoH	Delegated Powers of all Heads of Service – General.		
HoH A	To settle small claims against the Council (by employees or third parties) by way of without prejudice ex-gratia payments, within such limits as the Council may prescribe.	CFO	HoH
HoH B	To appoint Technical Consultants.		HoH
HoH	STAFF Where HSHR is not consulted it is responsibility of Head of Service to report.		
C1.	To deploy staff		Managers, Section Heads
C2.	Deploying other resources within their control.		Managers, Section Heads
C3.	Procuring resources from other council services.		Managers, Section Heads (with the agreement of the employee controlling

			those resources).
C4.	To place advertisements and public and other notices.		Managers, Section Heads
C5.	To carry out training, issue public information, take part in external events, etc. on all matters within the remit of the service.		Managers, Section Heads and other staff if authorised
	Powers exercised in relation to internal staff.		
C6.	Change in designation of a post within the organisation structure without a change in grade.	HSHR	HoH
C7.	Creation of temporary post for up to two years.	HSHR	HoH

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C8.	Deletion of vacant posts.		HoH
C9.	Advertisement of and appointment to vacant posts.		Managers, Section Heads
C10.	Overtime payments – to SCP 28		Managers, Heads of Service
C11.	Overtime payments – over SCP 28		Heads of Service
C12.	Car allowance claims		Managers
C13.	Annual leave/flexi-leave/TOIL		Managers, Section Heads
C14.	Annual leave carry over within policy		Heads of Service
C15.	Other leave (maternity, paternity, public duties, etc).		Managers
C16.	Season ticket loans		Managers
C17.	Attendance at short courses		Managers
C18.	Injury allowance	HSHR/CFO	Managers
C19.	Salary adjustments		HoH
C20.	Protective clothing		Managers
C21.	Honoraria/acting up allowances (internal)		Heads of Service

C22.	Time off/facilities for TU officials (internal)		Heads of Service
C23.	Post entry training approval (internal)		Heads of Service
C24.	Special leave paid/unpaid (internal)		Heads of Service
C25.	Discipline		
C26.	Dismissal of temporary/casual employees whose contracts are for less than a year.	HSR	Managers
C27.	Disciplinary action short of dismissal.		Managers
C28.	Allocations of other allowances, etc. (internal)		Heads of Service
C29.	Extensions of service beyond age 65 (internal)	HSR	Heads of Service
C30.	Additional increments/progression beyond bar (internal)		Heads of Service
C31.	Dismissal under the disciplinary procedure.	HSR	Heads of Service
C32.	Approval of additional employment for staff below 3 rd tier and on grade SO1* or above.	HSR	Heads of Service
C33.	Instruct Legal Services to bring proceedings in case of violence against staff.		Heads of Service

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HoH 1	Housing - General		
1.1	In consultation with the Chief Finance Officer, to negotiate reductions in annual service charge bills of up to 10% of the total bill.		Tracey Lees, Barnet Homes
HoH 2	Authorisation		
2.1	To agree voluntary charges on the properties of vulnerable leaseholders.		Tracey Lees, Barnet Homes
HoH 3	Housing Tenants and Tenancies		
3.1	Generally to manage council dwellings and other estate land and buildings within the control of the Social Affairs PDC.		Tracey Lees, Barnet Homes
3.2	To let council dwellings, garages, etc. in accordance with the council's approved scheme.		Tracey Lees, Barnet Homes
3.3	To approve in suitable cases applications from council tenants to sub-let parts of dwellings.		Tracey Lees, Barnet Homes
3.4	To notify council tenants of the rents payable to them (gross).		Tracey Lees,

			Barnet Homes
3.5	To service Notices of Seeking Possession under the Housing Act 1985 and Notices to Quit and/or to vacate on tenants of properties managed by him.		Tracey Lees, Barnet Homes
3.6	NSP's dwellings.		Tracey Lees, Barnet Homes
3.7	NTQ's – dwellings.		Tracey Lees, Barnet Homes
3.8	NTQ's – garages.		Tracey Lees, Barnet Homes
3.9	To deal with complaints about and disputes between council tenants.		Tracey Lees, Barnet Homes
3.10	To compensate council tenants under the right to repair scheme.		Tracey Lees, Barnet Homes
HoH 4	Housing Need, Homelessness and Housing Advice		
4.1	Award of priority under the housing points and queue system relating to the Transfer Register.		Service Manager
4.2	Award of exceptional priority for rehousing from the Transfer Register on housing management or technical grounds.		Service Manager/Tracey Lees, Barnet Homes

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4.3	To make determinations under the Housing Act 1996 and other relevant legislation, whether a person is homeless or threatened with homelessness; whether such state of affairs is intentionally caused; whether there exists a "priority need" or "local connection" and any other decisions related to the Council's statutory homelessness responsibilities.		Service Manager
4.4	To take statutory action to prevent illegal eviction or harassment of private sector tenants, including recommending prosecution.		Service Manager
4.5	To rehouse occupiers of dwellings which have been made the subject of demolition or closing orders.		Service Manager
4.6	To deal with applications for the rehousing of resident staff.		Service Manager
4.8	To write off former tenants arrears for those placed into temporary accommodation up to the value of £4999	Deputy Director of Resources	Heads of Service
4.9	To approve taking leases of properties for up to three years under private sector leasing scheme	Director of Resources	Head of Service
HoH 5	Housing Association Development and New Initiatives		
5.1	Management of the Council's housing capital programme in line with Housing Corporation guidelines and the priorities identified at the Capital Assets Group and the programme agreed at Cabinet Resources		Service Manager
5.2	To advise the Housing Corporation of the deliverability of schemes		Service

	put forward by RSLs in the borough		Manager
5.3	Approval of nomination agreements with housing associations.		Service Manager
5.4	Approval of properties proposed for acquisition under housing association purchase of leasing programmes.		Service Manager
5.5	Approval of nominations to shared ownership schemes.		Service Manager
5.6	To approve payments, up to £1,000 per application, of Housing Association grants for adaptations.		Service Manager
HoH 6	Housing Charges and Rent		
6.1	To approve the use of those community buildings on housing estates.		Tracey Lees, Barnet Homes
6.2	Community Centre Lettings		Tracey Lees, Barnet Homes
6.3	To fix concessionary rents for garages on housing estates in appropriate cases.	CFO	Tracey Lees, Barnet Homes

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HoH 7	Housing Premises and Land		
7.1	To approve in suitable cases and subject to any necessary Building Regulations consent or planning permission, application to carry out adaptations, additions, etc. to council dwellings.		Tracey Lees, Barnet Homes
7.2	To authorise the boarding up or demolition of dilapidated premises managed by Barnet Homes.		Tracey Lees
7.3	To sign agreements and licenses relating to council dwellings, garages, etc. in a form to be approved by the Borough Solicitor.		Tracey Lees
7.4	Lettings – Secure tenancies.		Tracey Lees, Barnet Homes
7.5	Lettings – Garages		Tracey Lees, Barnet Homes
7.6	Where appropriate, to grant tenancies for allotments on land held for housing purposes and execute agreements therefore in a form to be approved by the Borough Solicitor	BS	
7.7	To select from the approved list of selected Building Contractors those persons to whom shall be sent invitations to tender for work to council dwellings, in accordance with the relevant Standing Order.	HDB/HoH	Tracey Lees, Barnet Homes
7.8	To place contracts for minor works to council dwellings in	HDB/HoH	Tracey

	accordance with Standing Orders and Finance Regulations		Lees, Barnet Homes
7.9	<p>To determine applications received from residents on housing estates to purchase small areas of land or buildings, for example:</p> <p>7.13.1 land adjoining their boundaries for the purpose of extending their gardens or;</p> <p>7.13.2 a room, store or roof void, or roof surface of a building divided into flats but not being part of a flat or garage, subject to:</p> <p style="padding-left: 40px;">(a) consultation as necessary with other Chief Officers;</p> <p>and</p> <p style="padding-left: 40px;">(b) the negotiations of terms by the Director of Environmental Services</p> <p style="padding-left: 80px;">in respect of each proposed disposal.</p>		HoH

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7.10	On proper professional advice, where appropriate, as to the implications for the council's interests, to authorise the grant of all consents under and variations to the terms of leases, transfers or other instruments relating to housing land or property and to determine any consequential matters.	BSOL	HoH
7.11	Deeds of Variation for Leaseholders	BSOL	Tracey Lees, Barnet Homes
7.12	Consent to alter or carry out work to Leasehold dwelling.		Tracey Lees, Barnet Homes
7.13	Sale of council housing		Tracey Lees, Barnet Homes
HoH 8	Build for Sale		
8.1	To determine eligibility of purchase under the 'Right to Buy' sections of the Housing Act 1985 and to serve all relevant Statutory notices.		Tracey Lees, Barnet Homes
HoH 9	RTB 2		Tracey Lees, Barnet Homes

9.1	To serve notices to complete under the Housing Act 1985, such notices limited to those cases which have not been passed to the Controller of Legal Services for the preparation of the legal documentation.		Tracey Lees, Barnet Homes
9.2	To authorise the disposal of dwelling houses vested in the council in accordance with the statutory requirements or any voluntary sales scheme that the council may adopt.		Tracey Lees, Barnet Homes
9.3	Legal Instruction	BSOL	Tracey Lees, Barnet Homes
HoH 10	Leasehold Management		
10.1	To carry out tenant and leaseholder consultation under the statutory requirements with leaseholders under the Housing Act 1985 and otherwise.		Tracey Lees, Barnet Homes
10.2	Area Team Works		Tracey Lees, Barnet Homes
10.3	To determine service charges payable by leaseholders of properties managed by the Housing Committee.		Tracey Lees, Barnet Homes

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HoH 11	CONTRACTS (SECTION 16. STANDING ORDERS) REFER FINANCIAL DELEGATION FOR FINANCIAL LIMITS. THIS DOCUMENT REFERS TO CONTRACTS OVER FIFTY THOUSAND POUNDS.		TBR With Procurement Team
11.1	<p>Power to act for the Committee in compiling and maintaining any list which the Council decide to keep of persons to be invited to tender or quote for contracts:</p> <p>These are not approved lists:</p> <p>(Section 16 – 2.2.2 – Standing Orders)</p>	HOE	CFO
11.2	<p>Power to accept, subject to the usual enquiries as to financial status, tenders for works or supplies where:</p> <p>3.2.1 the scheme has Committee or Council approval, or is an annual or term contract for supply of goods and services</p> <p>3.2.2 the tenders are the lowest received</p> <p>3.2.3 the cost of the scheme is within an estimate previously approved by Committee or Council</p> <p>(section 16 – 2.2.1 – Standing Orders)</p>	HOE	

<p>11.3</p>	<p>Power to decide to repeat or vary all or part of a tendering process under Appendix D (Contracts). (Section 16 – 2.2.3 – Standing Orders)</p>	<p>HOE</p>	
<p>11.4</p>	<p>Official Orders – Every Head of Service shall nominate officers to be responsible for all orders emanating from his or her service for supplies, work to be done or services to be rendered. (Section 16 – 17.1 – Standing Orders)</p>	<p>Refer to Financial Delegated Powers</p>	

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HoH 12	HOUSING PAYMENTS/BENEFITS		
12.1	To discharge the council's statutory duty in respect of housing & council benefits as defined in the social security contributions and benefits act 1992, social security administration act 1992, social security (consequential provisions) act 1992, social security act 1998, child support, pensions and social security act 2000 and successor legislation and regulations.		Managers, Section Heads
12.2	Grant of Discretionary Housing Payments under Child Support, Pensions and Social Security Act 2000.		Service Manager (HNR)