

Appendix 1:

Delegated functions (Clause 15 of Management Agreement – 1 April 2011)

	Council	EKH	Both
Co-ordination with corporate policy in relation to housing element of			
Community safety	X		
Neighbourhood renewal	X		
Regeneration	X		
Housing and health	X		
Supporting people	X		
Sustainable development	X		
Social exclusion	X		
Equalities and diversity	X		
New tenancies			
Administration of Housing Register / Choice Based Lettings	X		
Housing allocations policy for council housing	X		
Selection of tenants for vacant properties	X		
Transfer list management	X		
Granting of new tenancies		X	
Successions		X	
Mutual exchange management		X	
Repairs and maintenance			
Stock condition survey local authority housing		X	
Response repairs		X	
Contract and planned maintenance and refurbishment programmes		X	
Modernisation and improvements		X	
Energy and efficiency		X	
Develops a business plan for investment in housing stock		X	
Implementation of annual investment programme: monitors delivery, manages programme		X	
Void and empty property management			
Terminations		X	
Inspection		X	
Repairs		X	
Sustainable communities			
Neighbourhood and estate management		X	
Enforcement of condition of tenancy		X	
Evictions and court action to support enforcement		X	
Alterations to condition of tenancy		X	
Illegal occupation		X	
Development of ASBO policy	X		
Responsibility for legal process to obtain ASBO	X		
Administering application prior to legal action for ASBO		X	
Regeneration and estate development			X

	Council	EKH	Both
Estate management			
Care taking on housing schemes		X	
Environmental services		X	
Grass cutting/grounds maintenance		X	
Supported housing			
Manage supporting people policy			X
Sheltered housing schemes		X	
Lifelink care line	X		
Supported housing schemes		X	
Refugees	X		
Homelessness accommodation	X		
Temporary accommodation	X		
Gypsy and travellers	X		
Medical adaptations		X	
Right to Buy			
Valuations	X		
Administration and calculation of discount		X	
Approvals	X		
Leasehold management		X	
Finance			
Rent setting/service charges	X		
Rent accounting		X	
Recovery of rent arrears		X	
Recovery of other charges		X	
Financial returns, subsidy returns	X	X	
Insurance of property and land	X	X	
Insurance claims		X	
Management of HRA capital resources			X
Preparation of HRA budgets	X		
Annual determination of management fee			X
Procurement			
Policy	X		
Letting of contracts in relation to delegated activities		X	
Tenant involvement in Housing Strategy			
Tenant participation		X	
Tenant consultation			X
Information to tenants		X	
Reports to tenants		X	
Other assets (including lettings and management)			
Garages		X	
Shops and buildings		X	
Estate offices		X	
Tenant resources centres or tenants offices		X	
Community centres	X		
Clearance and disposal and dwellings			
Sale of dwellings	X		

	Council	EKH	Both
Clearance and disposal of dwellings	X		
Compensation	X		
Decanting tenants			X
Housing benefit and council tax benefit administration	X		
Programme of service reviews	X		
Preparation of business plan for Housing Revenue Account	X		
Preparation of delivery plan		X	
Preparation of service plan		X	
Bidding for capital resources	X		
Monitoring arrangements with EKH			X
Developing and agreeing the annual delivery plan		X	
Monitoring the delivery plan achievement			X
Liaison with EKH on Housing Service Standards and Inspectorate requirements			X