

Housing Services Delegations

Having made arrangements in accordance with Section 4 of the Council's Constitution entitled Delegation of Functions to Officers, the table below sets out functions which may be carried out by specified officers.

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
	Housing Act 1985										
1.	To withdraw notices served under Section 189,190, 352, 363 or 372 of the Housing Act 1985 and Section 81 of the Housing Grants, Construction and Regeneration Act 1996 To determine closing orders pursuant to Section 278 of the Housing Act 1985		X	X	X	X	X				
2.	Power to investigate potential criminal offences for failure to comply with a closing order under Section 277 of the Housing Act 1985.		X	X	X	X					
3.	Power to investigate whether or not a property is overcrowded under Housing Act 1985 Part X (Section 324 to 326) and to request information about people sleeping in the dwelling (Section 335). Including power of entry under Section 337 and Section 340 once authorised by the appropriate officer.		X	X	X	X	X	X			
4.	Power to investigate potential offences for causing or permitting overcrowding pursuant to Section 327 and Section 331 and Section 341 of the Housing Act 1985.		X	X	X	X	X				
5.	Power to apply for a court warrant to authorise entry pursuant to all Sections relating to Housing Act 1985 powers of entry i.e. Sections 198,223,261,341.	X	X	X	X	X	X				

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
6.	Power to grant and revoke licences permitting overcrowding under section 330 of the Housing Act 1985		X	X	X	X					
7.	Power to serve a notice to abate overcrowding under section 338 of the Housing Act 1985.		X	X	X	X	X				
8.	Power to authorise a recommendation to prosecute or offer a simple caution under the Housing Act 1985		x	x							
Housing Act 2004											
9.	The “Appropriate Officer” under the Housing Act 2004		x								
10.	Power to authorise entry under section 239		x								
11.	Power to enter and serve notice of entry under Section 239, once authorised by the Appropriate Officer, to determine if any functions under Parts 1 to 4 should be exercised and ascertain whether notice or orders served under parts 1 to 4 have been complied with or not.		x	x	x	x	x	x	x		
12.	Power to apply to the court for a warrant to authorise entry under Section 240.	x	x	x	x	x	x				
13.	Powers under Sections 235 to require documents to be produced for functions under Parts 1 to 4, once authorised by the appropriate officer.		x	x	x	x	x	x	x		
14.	Power to investigate offences under the Housing Act 2004 Parts 1-4, Section 234 and Section 241		x	x	x	x	x	x	x		
15.	Power to authorise a recommendation to prosecute or offer a simple caution under the Housing Act 2004		x	x							

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
16.	Power to administer simple cautions for offences under Housing Act 2004 following authorisation.		X	X	X	X					
17.	Power to defend appeals at the First Tier Tribunal	X									
18.	Power under section 237 to use information obtained in connection with the administration of Housing Benefit or Council tax benefit for any purpose relating to functions under parts 1 to 4		X	X	X	X	X	X	X		X
Part 1 (Housing Conditions)											
19.	Power to review housing conditions in the district, Section 3 Housing Act 2004		X	X	X	X					
20.	To remedy a category 1 or 2 Hazard, the power to serve, vary, suspend, review or revoke: i. an improvement notice under Sections 11 to 19; ii. a prohibition order under sections 20 to 27		X	X	X	X	X				
21.	Power to authorise works in default under Schedule 3 for notices served under section s11-19 (with or without agreement of owner)		X	X	X						
22.	Power to serve notice under Schedule 3 to authorise entry to undertake works in default for notices served under Sections 11-19 (with or without agreement of owner) and power to recover expenses.		X	X							
23.	To remedy a category 1 or 2 hazard the power to serve, vary or revoke a hazard awareness notice under Section 28 and 29		X	X	X	X	X	X	X		

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
24.	To remedy a category 1 hazard power to: <ul style="list-style-type: none"> i. take emergency remedial action under Sections 40 and 41 ii. recover expenses incurred under Section 42 of the and to vary or revoke such action iii. Make, vary, review or revoke an emergency prohibition order under Section 43. 		x	x	x	x					
25.	To remedy a category 1 hazard power to: <ul style="list-style-type: none"> i. Make, vary or revoke a demolition order under Section 265 of the Housing Act 1985 as amended by the Housing Act 2004 Section 46. ii. Declare, vary or revoke clearance areas under Section 289(2) of the Housing Act 1985 as amended by the Housing Act 2004 Section 47. 		x	x							
26.	The power under Sections 49 and 50 to charge and recover expenses in respect of enforcement action (charging for notices).		x	x	x	x	x				
27.	The power under Section 6 of the Housing Act 2004 to make a determination order under Section 300 of the Housing Act 1985 to purchase a property for temporary housing rather than make a prohibition or demolition order.		x	x							

Part 2 – Licensing of Houses in multiple occupation (HMOs) (Mandatory and Additional Licensing)
Part 3 – Selective licensing of other residential accommodation

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
28.	Power to: <ul style="list-style-type: none"> i. Grant or refuse a licence under Section 64 and 88 ii. grant a temporary exemption from a licence under Section 62 and 86 iii. set conditions and standards required for a licence under Section 67 and 90. *renewals 		x	x	x	x					X*
29.	Power under Section 66 and 89 to investigate whether or not an applicant to hold an HMO licence is a fit and proper person to manage a licensed HMO.		x	x	x	x	x	x	x		x
30.	Power under Sections 69 and 92 to vary a licence.		x	x	x	x	x				x
31.	Power under Sections 70 and 93 to revoke a licence		x	x	x	x					x
32.	Power to apply for a rent repayment order under Section 30, 32, 73 and 96 where an offence has been committed. Also to apply under Section 21 Housing and Planning Act 2016. Power to serve notice of intended proceedings under Section 4, Housing and Planning Act 2016.		x	x	x	x					

Part 4 – Additional Controls Provisions in relation to residential accommodation											
	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
33.	Powers to make: i. an Interim Management Order (IMO), ii. Interim Empty Dwelling Management Order (IEDMO) iii. Special Interim Management Order SIMO and to exercise the powers given by such orders and all powers under Part 4 Chapter I and II.		x	x							
34.	Power to serve an IMO in respect of a licensable HMO		x	x							
35.	Powers to make: i. a Final Management Order ii. Final Empty Dwelling Management Order iii. Final Special Management Order and all Necessary powers in relations to these Orders under Part 4 Chapter I and II.		x	x							
36.	Power to serve, revoke or vary overcrowding notices in HMOs that are not licensable.		x	x	x	x	x				
37.	Power to serve, vary or revoke a HMO declaration under Section 255 Housing Act 2004.		x	x	x	x	x				
Financial Penalties											
38.	Power to authorise a recommendation to impose a financial penalty under Section 249A as an alternative to prosecution for offences under Section 30, 72, 95, 139 and 234		x	x							

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
39.	Power to impose a financial penalty under section 249A as an alternative to prosecution for offences under section 30,72, 95, 139 and 234. Power to serve associated notices under S.13A.		X	X	X	X					
40.	Power under Section 1 Housing and Planning Act 2016 to serve financial penalty notices for breach of Banning Order.		X	X	X	X					
Housing and Planning Act 2016											
41.	Power to apply to the First Tier Tribunal for a banning order under Sections 15, 16 and 18	X									
42.	Power to serve notice of intended proceedings to apply for Banning Order		X	X	X	X					
43.	Power under Section 19 to require information for the purposes of enabling the authority to decide whether to apply for a banning order		X	X	X	X	X	X	X		
44.	Power to authorise a recommendation to prosecute or offer a simple caution for an offence under Section 19.		X	X							
45.	Power to administer a simple caution for an offence under Section 19 following authorisation		X	X	X	X					
46.	Power to authorise a recommendation to prosecute or offer a simple caution under Section 21 or 22.		X	X							

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
47.	Power to administer a simple caution for an offence under Section 21 or 22.		X	X	X	X					
48.	Power to authorise a recommendation to impose a financial penalty under section 23 as an alternative to prosecution for breaching a banning order under Section 21 or Section 22		X	X							
49.	Power under Section 30 to include a person convicted of a banning order offence on the database of rogue landlords and property agents.		X	X	X	X					
50.	Power under Section 31 to serve decision notice for entering onto database of rogue landlords and property agents.		X	X	X	X					
51.	Power under Section 35 to require information about a person for the purposes of enabling the authority to decide whether to make an entry onto the database in respect of that person.		X	X	X	X					
52.	Power to serve notice under Section 37 following the request to remove entry and reduce period on database of rogue landlords and property agents		X	X	X	X					
Environmental Protection Act 1990											
53.	Power under Section 79 to investigate and inspect for statutory nuisances and compliance with notices.		X	X	X	X	X	X	X	X	

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
54.	Power to: <ul style="list-style-type: none"> i. Issue and serve notices under section 80 pursuant to Section 79 in respect of premises which constitute a statutory nuisance. ii. Under Section 81 abate the nuisance and ensure Section 80 notice complied with and to recover costs thereafter pursuant to Sections 81, 81A and 81B. 		X	X	X	X	X			X	
55.	Power to apply to the court for a warrant to authorise entry under Schedule 3		X	X	X	X	X			X	
56.	Power of entry under Schedule 3 once duly authorised		X	X	X	X	X	X	X	X	
57.	Power to investigate criminal offences under section 79 of the Environmental Protection Act 1990		X	X	X	X	X			X	
58.	Power to authorise a recommendation to prosecute or offer a simple caution for offences under section 79 the Environmental Protection Act 1990		X	X							
59.	Power to administer a simple caution for an offence of failing to comply with a notice under section 79 of the Environmental Protection Act 1990		X	X	X	X					
Local Government (Miscellaneous Provisions) Act 1976											
60.	Power to serve requisitions for information pursuant to Section 16 and investigate offences for failing to comply with a requisition for information served under Section 16		X	X	X	X	X	X	X	X	

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
61.	The power under Section 33, to make arrangements with statutory undertakers for the restoration or continuation of supplies of water, gas or electricity to dwellings, where the supply is cut of, or is likely to be cut off.		X	X	X	X	X				
62.	All powers under Section 33 including the power to recover expenses.		X	X	X	X	X				
63.	Power to authorise a recommendation to prosecute or offer a simple caution under Section 16.		X	X	X	X					
64.	Power to administer a simple caution under Section 16.		X	X	X	X					
Local Government (Miscellaneous Provisions) Act 1982											
65.	Powers to undertake all provisions under Section 29 for protection of empty buildings.		X	X	X	X	X			X	
66.	Power to apply to the court to recover expenses under section 32.	X									
Local Government and Housing Act 1989											
67.	To declare a renewal area under Section 89 as amended by the Regulatory Reform Order 2002		X	X							
Public Health Act 1936											
68.	Power to enter premises under Section 287(1) at any reasonable hour to determine if any function under this Act should be exercised.		X	X	X	X	X	X	X		
69.	Power to apply to the Court for a warrant to enter premises under Section 287(2) at any reasonable hour to determine if any function under this Act should be exercised	X	X	X	X	X	X				

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
70.	Power to serve notice for cleansing or repair of a sanitary convenience under Section 45 and investigate compliance with a notice.		X	X	X	X	X				
71.	Power under Section 83 (as amended by Public Health Act 1961 Section 36) to serve notice for cleansing of filthy and verminous premises and investigate compliance with a notice.		X	X	X	X	X				
72.	Power to authorise works in default, under Section 45 and 83 (as amended by Public Health Act 1961 s.36)		X	X							
73.	Power to carry out works in default once authorised		X	X	X	X					
74.	Power to authorise a recommendation to prosecute or offer a simple caution under Section 45 and 83 (as amended by Public Health Act 1961, Section 36).		X	X							
75.	Power to administer a simple caution for an offence(s) under Section 45 and 83.		X	X	X	X	X				
Public Health Act 1961											
76.	Power under Section 17 to enter and inspect and investigate drainage to a building and to investigate compliance with notices served under this section		X	X	X	X	X	X	X	X	
77.	Power to apply to the Court for a warrant to enter premises to determine if any function under this Act should be exercised.	X	X	X	X	X	X			X	
78.	Power under Section 17 to serve notice		X	X	X	X					

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
79.	Power to authorise a recommendation to prosecute or offer a simple caution under Section 17.		X	X							
80.	Power to administer a simple caution under Section 17.		X	X	X	X	X				
81.	Power under Section 17 to recover expenditure		X	X							
Prevention of Damage by Pests Act 1949											
82.	Power under Section 22 to enter and inspect and investigate and under Section 9 to require information for the purposes of this Act		X	X	X	X	X	X	X	X	
83.	Power under Section 4 to serve notice		X	X	X	X	X			X	
84.	Power to apply to the court for a warrant of entry, to organise works in default and to recover expenses	X	X	X							
85.	Power to authorise a recommendation to prosecute or offer a simple caution under the Prevention of Damage by Pests Act 1949		X	X							
86.	Power to administer a simple caution for an offence under the Prevention of Damage by Pests Act 1949		X	X	X	X					
Financial Assistance											
87.	In connection with the system of financial assistance contained in the Housing, Grants Construction and Regeneration Act 1996 ("the 1996 Act") and the Regulatory Reform (Housing Assistance) Order 2002 and in connection with the Housing Renewal Policy (or equivalent) - to process and approve all grant applications and applications for financial assistance made under Part I of the 1996 Act and to make payments in respect of approved grants.		X	X	X	X					

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
88.	After approval of a grant or financial assistance, the power to re-determine the estimated expense of the additional cost and approve those amounts.		X	X	X	X					
89.	In accordance with a scheme approved by the Council the approval or refusal of applications for, disabled facilities grants, and of applications for assistance as specified in the Housing Renewal Policy (or equivalent).		X	X	X	X					
90.	In accordance with the above points 84 and 85 the assessment of the cost of the relevant works which is attributable to the applicants, and the apportionment of that cost among them		X	X	X	X	X	X	X		
91.	To demand repayment of financial assistance on breach of condition.		X	X	X	X					
92.	To reduce, withhold, or demand repayment of financial assistance in the circumstances permitted.		X	X	X	X					
93.	To require as a condition of the financial assistance that the eligible works are carried out in accordance with such specifications as he/she may prescribe and to impose such other conditions as may be permitted.		X	X	X	X					
94.	To extend the time limit within which eligible works are carried out.		X	X	X	X					
95.	To entertain tenants' applications notwithstanding that no certificate of intended letting accompanies such applications.		X	X	X	X					

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
96.	To work with Wessex Reinvestment Trust (or similar procured provider) to provide low cost loans for housing repairs in accordance with the Housing Renewal Policy (or equivalent)		X	X	X	X					
Home Energy Conservation Act 1995											
97.	Power to undertake duties under the Home Energy Conservation Act		X	X	X	X	X	X			
The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (The Energy Act 2013, section 150)											
98.	Power to make enquiries and investigate compliance with the requirements of Regulations 4 and 6.		X	X	X	X	X	X	X		
99.	Power to serve a remedial notice under Regulation 5 and amend, suspend or revoke the notice.		X	X	X	X	X	X			
100.	Power to authorise a person to take remedial action under Regulation 7.		X	X	X	X					
101	Power to arrange for remedial action to be taken under Regulation 7.		X	X	X	X	X	X			
102	Power to serve a penalty charge notice under Regulation 8 and amend, suspend or revoke the notice.		X	X	X	X	X	X			
103	Power to review a penalty charge notice and confirm, vary or withdraw the notice and serve a notice of that decision under Regulation 10.		X	X	X						
104.	Power to apply to the court to recover the penalty charge notice under Regulation 12.	X									

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior EHO	EHO	A EHO	Senior HS	EPO	HMO Licensing Officer
105	Power to prepare, review and publish a statement of principles under Regulation 13 in determining the penalty charge under Regulation 8.		X	X	X						
Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014											
106	Power to make enquiries and investigate compliance with the requirement to belong to a Redress Scheme. (Part 2 and Part 3)		X	X	X	X	X	X			
107	Power to serve a proposed notice of intent to impose a monetary penalty on a person, a final notice imposing a penalty and at any time, to withdraw or amend a notice of intent or final notice (Paragraphs 1, 3 and 4 of Schedule 1).		X	X	X	X	X				
108	Power to recover the monetary penalty on the order of a court, under article 10	X									
Building Act 1984											
109	Power to investigate under Section 59		X	X	X	X	X	X			
110	Power to serve notice under Section 60		X	X	X	X	X				
111	Power of entry under Section 95 and 96		X	X	X	X	X	X			
112	Power to authorise and carry works out in default under Section 76		X	X							
113	Power to recover cost under Section 107		X	X							
Anti-Social Behaviour, Crime & Policing Act 2014											
114	Power to issue a Community Protection Notice under Section 43		X	X	X	X			X		
115	Power to take remedial action under Section 47		X	X	X				X		

116	Seizure of item used in the commission of an offence under Section 51		x	x	x				x	
117	Power to issue of a fixed penalty notice under Section 52		x	x	x	x			x	
118	Authorised persons under Section 53		x	x	x	x			x	
119	Power to authorise a recommendation to prosecute or offer a simple caution for an offence(s) under Section 48		x							
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020										
120	Power to request Electrical Inspection and Testing Certificate		x	x	x	x	x			
121	Power to serve a remedial notice under Regulation 4		x	x	x	x	x			
122	Power to serve notice and carry out remedial action under Regulation 6		x	x	x					
123	Power to serve a demand for recovery of costs under Regulation 8		x	x	x					
124	Power to serve notice and carry out urgent remedial action under Regulation 10		x	x	x					
125	Power to impose a financial penalty under Regulation 12 and Schedule 2, and serve associated notices.		x	x	x					
126	Power to apply to court to recover the financial penalty under Schedule 2.	x								
All of the above legislation										
127	To institute and conduct all civil and criminal proceedings by the Council.	x								
128	To defend or participate in any legal proceedings brought against the Council or whether the Council's interests are affected and to negotiate settlement.	x								
129	To institute and conduct all proceedings and procedures to implement and enforce any decision of the Council.	x								


General - Homelessness, Housing Advice and Housing Need										
Matters to be dealt with		Legal Services	Director	Head of Housing	Team Manager	Senior Housing Practitioner	Review and policy officer	Housing Advisor	Home Search Advisor/S	Team Administrator
130	To provide a comprehensive Housing Advice service.		X	X	X	X	X	X		
131	To process applications for social housing and to make nominations to Registered Social Landlords in accordance with the Council's Nominations Policy and the relevant Nomination agreement.		X	X	X	X	X	X	X	X
132	To determine reviews of decisions not to allow persons on to the housing register. Also to determine reviews of medical and social awards decisions and statutory overcrowding and assisted "move on" scheme priority and care leaver status.		X	X	X	X	X			
Housing Act 1996										
133	To determine reviews pursuant to Section 202 of the Housing Act 1996.		X	X	X	X	X			
134	To make enquiries and issue determinations under Section 184 of the Housing Act 1996.		X	X	X	X	X	X		
135	To consider applications made under Part VII of the Housing Act 1996.		X	X	X	X	X	X		

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior Housing Practitioner	Review and policy officer	Housing Advisor	Homelessness Advisor/S	Team Administrator
136	To arrange for temporary accommodation pursuant to the Council's duty under Section 188 of the Housing Act 1996, in accordance with the authority's policies and financial regulations.		X	X	X	X	X	X		
137	To determine whether or not to provide temporary accommodation pending a review or appeal to the court pursuant to Section 188 of the Housing Act 1996		X	X	X	X	X			
138	To refer applicants to other local authorities to which they have a local connection and to determine referrals from other authorities pursuant to Section 198.		X	X	X	X	X			
139	Power to authorise a recommendation to prosecute or offer a simple caution for an offence under Section 214.		X	X	X	X				
140	Power to administer a simple caution for an offence under Section 214.		X	X	X	X				
141	To exercise the power of the council pursuant to Section 211 of the Housing Act 1996 to protect the property of a homeless applicant.		X	X	X	X	X	X		
142	To operate the Common Housing Register pursuant to Part VI.		X	X	X	X				

	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior Housing Practitioner	Review and policy officer	Housing Advisor	HomeSearch Advisor/S	Team Administrator
143	Power to authorise a recommendation to prosecute or offer a simple caution for an offence under Section 171.		X	X						
144	Power to administer a simple caution for an offence under Section 171.		X	X	X	X				
Accommodation Agencies Act 1953										
145	Power to authorise a recommendation to prosecute or offer a simple caution for an offence under Section 1.		X	X	X					
146	Power to administer a simple caution for an offence under Section 1.		X	X	X	X				
Protection from Eviction Act 1977										
147	Power to authorise a recommendation to prosecute or offer a simple caution for an offence under Sections 1 and 6.		X	X	X					
148	Power to administer a simple caution for an offence under Sections 1 and 6.		X	X	X	X				
149	Power to apply for Rent Repayment Order under Section 1.		X	X	X	X				
Landlord and Tenant Act 1985										
150	Power to authorise a recommendation to prosecute or offer a simple caution for an offence(s) under Sections 2, 3, 3A, 7 and 25.		X	X	X					
151	Power to administer a simple caution for an		X	X	X	X				

	offence(s) under Sections 2, 3, 3A, 7 and 25.									
	Matters to be dealt with	Legal Services	Director	Head of Housing	Team Manager	Senior Housing Practitioner	Review and policy officer	Housing Advisor	Home Search Advisor/S	Team Administrator
	All of the above legislation									
152	To institute and conduct all civil and criminal proceedings by the Council.	X								
153	To defend or participate in any legal proceedings brought against the Council or whether the Council's interests are affected and to negotiate settlement.	x								
154	To institute and conduct all proceedings and procedures to implement and enforce any decision of the Council.	X								

APPENDIX 1 – Delegation Update Approval

Date	Reason for update	Version	Signed by Graham Sabourn, Head of Housing
7 th Jan 2019	To add powers under Building Act 1984, Anti-Social Behaviour, Crime and Policing Act 2014, and further powers under Housing and Planning Act 2016.	V2	Hard copy signed on 14.01.2019
19 ^h Dec 2019	To give HMO Licensing Officer delegated authority to grant an HMO licence renewal Power to: i. Grant or refuse a licence under Section 64 and 88 ii. grant a temporary exemption from a licence under Section 62 and 86 iii. set conditions and standards required for a licence under Section 67 and 90.	V3	Hard copy signed by Graham 
4 th May 2021	To add powers under The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 & remove Corporate Director post.	V4	Hard copy signed by Graham Sabourn, Head of Housing on 4th May 2021