

Quality Assurance Procedure

Matrix to Appointment /Authorisation of Officers (Legislative)

Amendment Record

This procedure is a mandatory requirement and forms part of the Strategic Housing Quality System. Amendments are the responsibility of the Strategic Director – Housing Services.

The Strategic Director – Housing Services authorises the relevant post holder(s) identified in this matrix to undertake all investigations, including the service of associated notices and orders and entry as authorised by the following statutes and as necessary to fulfil the duties of the local authority.

Issue	Date	Approved	Summary of Change
1	15/8/11	AP	For implementation
2	16/03/16	RB	Changes to legislation and organisational structure to recognise Housing Options within the Enforcement Policy
3	21/05/18	RB	Changes to legislation and personnel
4	20/05/20	RB	Review of Council Constitution, and personnel
5	19/07/21	GK	Change in personnel and legislation
6	23/10/24	SH	Change in personnel and legislation
7	24/02/25		Changes to legislation and personnel.
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Prepared by		David Crowhurst	

Approved

A handwritten signature in black ink, appearing to read 'Simon Hendey', written in a cursive style.

Simon Hendey
Strategic Director - Housing
Services

Date

24/02/25

Authorisation Matrix

X = authorised

Post title	Service Lead - Strategic Housing	Senior Private Sector Housing Officer	Private Sector Housing Technician
Post Holder	Karen Thorburn	John Corrie	David Crowhurst
Public Health Act 1936, Part II s.50 s.83 and Part XII s.287	X	X	X
Public Health Act 1961 Part II	X	X	X
Building Act 1984, Part III and IV	X	X	X
Caravan Sites and Control of Development Act 1960	X	X	X
Mobile Homes Act 2013	X	X	X
Environmental Protection Act 1990 Part III	X	X	X
Prevention Of Damage by Pests Act 1949 Part I and Part III	X	X	X
Local Government (Misc Provisions) Act 1976 Part I s.16	X	X	X
Local Government (Misc Provisions) Act 1982 s.29 - 32 inclusive	X	X	X
Housing Act 2004 Part I	X	X	X
Housing Act 2004 Part II	X	X	X
Housing Act 2004 Part III	X	X	X
Housing Act 2004 Part IV	X	X	X
Housing Act 2004 Part VII	X	X	X
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	X	X	X

The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022	X	X	X
Housing and Planning Act 2016 Part II	X	X	X
Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014	X	X	X
Local Government and Housing Act 1989, Part VII – s.97	X	X	X
Protection from Eviction Act 1977	x	x	X
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	x	x	X
The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (as amended)	x	x	X
The Management of Houses in Multiple Occupation (England) Regulations 2006	X	X	X
The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006	X	X	X
Anti-Social Behaviour, Policing and Crime Act 2014.	X	X	X

Deregulation Act 2015 s.33 -Retaliatory Eviction	X	X	X
Anti-Social Behavior, Crime & Policing Act 2014	X	X	X
Housing Act 1996 – s152	X	X	X