

Section: 17

Delegated Powers of Barnet Homes Officers

CEO:	Chief Executive Officer
HoS:	Heads of Service:
SM:	Senior Manager
HOSM:	Home Ownership Services Manager
BHM:	Barnet Homes Manager
CM:	Communications Manager
SHRM:	Senior Human Resources Manager
HRMO:	Human Resources Manager (Operations)
TL:	Team Leader (includes Senior Housing officer)
CSO:	Customer Services Officer
HAA:	Housing Admin Assistant
HO:	Housing Officer
RIO:	Resident Involvement Officer
OAM:	Operational Asset Manager (Asset Management)
V&L:	Voids & Lettings Manager
Snr P&I Mgr	Senior Performance & Information Manager
SCO	Senior Complaints Officer
HoH & EH:	Head of Housing & Environmental Health (LBB)
DoCG:	Director of Corporate Governance (LBB)
RM:	Resources Manager (LBB)
BSG:	Business Sub-Group of the Board

If delegated officer is unavailable, delegation goes upwards not downwards

No	Delegated Powers List	Consultation (Incl Chair if appropriate)	Officer/Level Responsible	Recording of Delegated Powers		
				No additional record required	Summary Records	Individual Record DPR
BH1	Business					
1.1	Business Sub-Group on new Business					

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1.2	To settle claims of £1000 and below see BH Compensation Policy and separate policies for Domestic Violence, Harassment and Anti-Social behaviour and ex-gratia payments.		SM		✓	
1.3	To settle claims against Barnet Homes of Between £1,001 and £5,000, by way of without prejudice ex-gratia payments, within such limits as the Board may prescribe.	HoF	HoS			✓
1.4	To settle claims against Barnet Homes of between - £5,001 and £15,000 by way of without prejudice ex-gratia payments, within such limits as the Board may prescribe. Claims of over £15,000 to be referred to the Business Sub-Group (see Board delegation)	HoF	CEO			✓
1.5	To place advertisements, public and other notices	In consultation with the CM where appropriate	BHM	✓		
1.6	To issue public information	In consultation with the CM where appropriate	BHM	✓		
1.7	To take part in external events	In consultation with the CM where appropriate	BHM	✓		

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1.8	Resolving Complaints	Stage 1 Stage 2	BHM SM	✓ ✓		
a)	Amendments to the Stage 3 Panel's terms of reference	Stage 3 Stage 3 Complaints Panel	Complaints Panel BHHOS	✓ ✓	✓	
b)	Letter confirming the Stage 3 panel's decision		BHHoS		✓	
c)	Decision to place individuals on the habitual and persistent complainants register and subsequent review and removal from the register	Snr P&I Mgr	SM		✓	
d)	Appeal against decision to place or retain on the habitual and persistent complainant's register		BHHoS		✓	
e)	Final stage of appeal against decision to place or retain on the habitual and persistent complainant's register		Complaints Panel		✓	
1.9	Responding to Ombudsman (non-strategic issues – strategic issues to be reported to the full board)	LBB HoH&EH	HoS		✓ quarterly	
1.10	New Business	LBB/Business Sub-Group	Deputy CEO/HoF		✓ Business SG quarterly	
1.11	Approve and sign off service level agreements negotiated with the Council	HoF		✓		

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1.12	Approving the response to petitions received	LBB HoH&EH	HoS	✓		
1.13	Freedom of Information and Data Protection Act Primary Information officer Secondary Information Officer Dealing with information requests		Snr P&I Mgr SCO SM	✓		
BH2	Powers Exercised in Relation to Internal Staff Within budget & and policies.					
2.1	To allocate staff resources to achieve BH business aims		BHM	✓		
2.2	Hearing of formal grievances raised by staff		SM		✓ Monthly	
2.3	Staff Restructuring	HoS, HoF & SHRM	SM			✓
2.4	To establish new post	SHRM	SM			✓
2.5	Advertisement of and appointment to vacant posts	SHRM	TL		✓ HR	
2.6	Appointment of Agency staff	HoS	SHRM		✓ HR	
2.7	Appointment of temporary staff	SHRM	TL		✓ HR	
2.8	Overtime payments -below own level and within policy		BHM	✓		
2.9	Other Overtime payments		HoS	✓		
2.10	Car allowance claims		BHM	✓		
2.11	Annual leave/flexi-leave/TOIL		TL	✓		

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2.12	Annual leave carry over		SM	✓		
2.13	Other leave (maternity, paternity, public duties etc)		BHM	✓		
2.14	Season ticket loans	Financial Controller	BHM	✓		
2.15	Attendance at short courses		SHRM	✓		
2.16	Injury allowance	HOCS/H&S Officer	BHM	✓		
2.17 (a)	Salary adjustments (within budget)	HoS	SM	✓		
217 (b)	Salary adjustments (outside of budget)	CEO/HoF	HOS			✓
2.18	Protective clothing		TL	✓		
2.19 (a)	Honoraria		HoS	✓		
2.19 (b)	Acting up allowances/staff reward		SM	✓		
2.20	Time off/facilities for TU officials	SHRM	SM	✓		
2.21	Post entry training approval	SHRM	HoS	✓		
2.22 (a)	To commission training	BHM	SHRM	✓		
2.22 (b)	To carry out training	SM in consultation with the SHRM where appropriate	BHM	✓		
2.23	Special leave paid/unpaid and approval of career break applications in accordance with HR Policy & Procedures		HoS	✓		
2.24	Car Loan	Financial Controller	BHM	✓		
2.25 (a)	Approval of additional employment Outside of Barnet Homes for staff - on grade BB2 scp 29-31* or below		BHM	✓		
2.25 (b)	Approval of additional employment outside of Barnet Homes for staff above grade BB2 scp 29-31		HoS	✓		
2.26	Extensions of service beyond age 65		HoS	✓		

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2.27	Redundancy	SHRM & HoF	HoS			✓
2.28	Early Retirement/III Health	SHRM & HoF	HoS			✓
	Discipline in Accordance with HR Policy and Procedures					
2.29	Dismissal of Permanent employees		HOS	✓		
2.29 (b)	Hearing appeals against dismissal of permanent employees		CEO and (if possible) another HoS			
2.30	Dismissal of Temporary, Casual, "As and When" and Temporary Sessional employees whose service contracts are for a duration of one year or less; Seasonal employees	HRMO	SM		✓	
2.31	Suspension and Temporary Transfer	HRMO	SM	✓		
2.32	Disciplinary action short of dismissal.	HRMO	BHM	✓		
2.33	Instruct Solicitors to bring proceedings in case of violence against staff.		BHM	✓		

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BH 3.1	Managing Homes/Leaseholders and Home Ownership					
3.1.1	Negotiate reductions in annual service charge/major works bills of up to 10% of the total bill. Where charges are inappropriately raised these are written back.	LBB HoH&EH	HOSM		✓ Business SG annually	
3.1.1.1	To approve/process determinations made by either Leasehold Valuation Tribunal and/or the Lands Tribunal.	BHFG and LBB HoH&EH Informed of cases affecting a no. of leaseholders	TL		✓	
3.1.1.2	To negotiate/agree reductions with leaseholders at mediation hearings provided that the scope of the reduction is less than the estimated legal/staff costs involved in pursuing or being taken to LVT/Court.	BHFG and LBB HoH&EH Informed of cases affecting a no. of leaseholders	TL		✓	
3.1.2	To determine service charges payable by leaseholders of properties managed by Barnet Homes	HoF	HOSM		✓ Business SG annually	

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3.1.3	<p>To prepare applications received from residents on housing estates to purchase small areas of land or buildings, for example: -</p> <ul style="list-style-type: none"> • 7.13.1 – Land adjoining their boundaries for the purpose of extending their gardens or; • 7.1.3.2 - 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: <ul style="list-style-type: none"> • a) consultation as necessary with Head of Housing; and. • b) the negotiations of terms by the Executive Director of Resources <p>In respect of each proposed disposal.</p>	LBB DoCG	HOSM			✓
3.1.4	Process Deeds of Variation for Leaseholders		HO	✓		
3.1.5	Approve applications to alter or carry out work to Leaseholder dwelling		HO	✓		

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3.1.6	To serve notices to complete under the Housing Act 1985, such notices limited to those cases which have not been passed to the Director of Corporate Governance for the preparation of the legal documentation. (Right to Buy Cancellation)		HOSM	✓		
3.1.7	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.	LBB DoCG	HOSM		✓	
3.1.8	Process applications under the Elderly Buy Back Scheme. This also includes dealing with enfranchisement applications from leaseholders and approving the disposal of the freehold blocks.	LBB HoH&EH	HOSM			✓
3.1.9	To carry out tenant and leasehold consultation under the statutory requirements with leaseholders under the Housing Act 1985 (as amended)	HOSM	TL		✓ report to Asset Management Investment Group	
3.1.10	Approve write offs (leaseholders) for submission to the Council		HoF		✓ Barnet Homes Finance Group	
3.1.11	Process Cash Incentive Applications and approve grant applications within the budget.		TL		✓	
3.1.12	Approve legal action to recover service charge and major work arrears.		TL		✓	
3.1.13	Approve forfeiture of a leasehold property.		SM			✓
3.1.14	Negotiate and approve the extension of leases as required.		HOSM			✓

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BH: 3.2	General Housing Management					
3.2.1	Generally to manage council dwellings and other estate land and buildings set out in S27 Notice dated 1 April 2004		BHM	✓		
3.2.2	To agree disturbance credits to accounts:					
	<ul style="list-style-type: none"> Refunds to garage accounts – Team Leaders – up to £100 		TL		✓	
	<ul style="list-style-type: none"> Not meeting 20 working day rent refund service standard – up to £100 		TL		✓	
	<ul style="list-style-type: none"> Communal heating and/or hot water refunds 		OAM		✓	
	<ul style="list-style-type: none"> Temporary transfer while essential repairs completed 		OAM		✓	
	<ul style="list-style-type: none"> Works to property while customer in occupation 		OAM	✓		
	<ul style="list-style-type: none"> New lettings where later found that property not at required letting standard 		V&LM		✓	
	<ul style="list-style-type: none"> Where service has been poor an credit is likely to avoid potential future action costing in excess of credit 		BHM			✓
	<ul style="list-style-type: none"> Other various possible credits to accounts such as when no caretaking service provided or Ombudsman recommend credits 		BHM			✓
	<ul style="list-style-type: none"> Payments up to £1000 		BHM			✓
	<ul style="list-style-type: none"> Payments up to £2500 		SM			✓
	<ul style="list-style-type: none"> Payments up to £5000 		HoS			✓
3.2.3	To approve in suitable cases applications from council tenants to sub-let parts of dwellings.		BHM		✓ HOPs	
3.2.4	To notify council tenants of the rents payable to them (gross).		TL	✓		

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3.2.5	Discretionary tenancy matters, assignment, succession	LBB RM	BHM		✓ HOPs	
3.2.6	Signing tenancy agreements for Sheltered HO and Caretakers		HoS	✓		
3.2.7	Agreeing mutual exchanges		BHM		✓ HOPs	
3.2.8	To let Council dwellings, garages etc. in accordance with the Council's approved scheme.		TL/HA		✓ HOPs	
3.2.9	To serve Notices of Seeking Possession under the Housing Act 1985 and Notices to Quit and/or to vacate on tenants of property <ul style="list-style-type: none"> • NSP's dwellings • NTQ's – dwellings • NTQ's garages 		HO HO HO HA		✓ HOPs	
3.2.10	Approve legal action to recover rent arrears		HO	✓		
3.2.11	Award of exceptional priority for rehousing from the Transfer Register on housing management or technical grounds	LBB RM	Management Panel		✓	
3.2.12	Approve eviction applications		SM	✓		
3.2.13	Approve write offs (dwellings & garages) for submission to the Council.		HoF			✓
3.2.14	Approve write offs (business) (write off policy currently being drafted)		HoF			✓

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3.2.15	To fix concessionary rents for garages on housing estates in appropriate cases.		SM			✓
3.2.16	Approval of urgent transfers in cases of domestic violence, serious ASB cases	RM (LBB)	HoS	✓		
BH 3.3	Housing Premises and Land					
3.3.1(a)	Community Centre Lettings		CSO HAA RIO	✓		
3.3.1 (b)	Community Centre lettings (Regeneration Estates)		HO	✓		
3.3.2	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. <ul style="list-style-type: none"> • Up to £10,000 • Up to £20,000 • Up to £75,000 		TL BHM SM		✓	
3.3.3	To authorise the demolition of dilapidated premises.	LBB HoH&EH	HoAM			✓
3.3.4	To action applications for Wayleaves	LBB HoH&EH	HoS	✓		