	Council	ALMO	Both
Co-ordination with Corporate Policy in relation to			
housing element of:			
Community Safety	✓		
Neighbourhood Renewal	✓		
Regeneration	✓		
Housing and health	✓		
Supporting People	✓		
Sustainable Development	✓		
Social Exclusion	✓		
Equalities and Diversity	✓		
New Tenancies			
Administration of Choice Based Lettings and	✓		
Allocation Policy			
Selection of tenants for vacant properties		✓	
Transfer list management		✓	
Granting of new tenancies		✓	
Successions		✓	
Mutual Exchanges		✓	
Repairs and Maintenance			
Stock condition survey of LA housing		$\checkmark$	
Responsive repairs		$\checkmark$	
Contract and Planned Maintenance and		$\checkmark$	
Refurbishment Programmes			
Modernisation and Improvements		✓	
Energy Efficiency works		✓	
Business planning for investment in stock		✓	
Implementation of investment programme: monitors		✓	
delivery, manages programme			
Voids and Empty Property Management			
Terminations		$\checkmark$	
Inspection		✓	
Repairs		✓	
Sustainable Communities			
Neighbourhood and Estate Management		✓	
Enforcement of conditions of tenancy		$\checkmark$	
Evictions and court actions to support enforcement		$\checkmark$	
Illegal occupation		$\checkmark$	
Regeneration and estate development			$\checkmark$
Estate Management			
Caretaking on housing schemes		$\checkmark$	
Environmental services			$\checkmark$
Grass cutting / grounds maintenance			$\checkmark$
Supported housing			
Supporting People Commissioning	✓		

## Appendix 1 Schedule of Delegations

Management of sheltered schemes ✓   Provision of community alarms ✓   Provision of temporary accommodation ✓   Reports of thousing related support ✓   Provision of temporary accommodation ✓   Qspsies and travellers ✓   Adaptations to HRA council stock ✓   Right to buy ✓   Valuations ✓   Administration and calculation of discount ✓   Approvals ✓   Leasehold Management / Finance ✓   Leasehold management ✓   Approval of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of rent arrears ✓   Procurement ✓   Production ✓   Reports to tenants ✓   ✓ </th <th></th> <th>Council</th> <th>ALMO</th> <th>Both</th>		Council	ALMO	Both
Provision of housing related support ✓   Provision of temporary accommodation ✓   Gypsies and travellers ✓   Adaptations to HRA council stock ✓   Right to buy ✓   Valuations ✓   Administration and calculation of discount ✓   Approvals ✓   Leasehold Management / Finance ✓   Leasehold management ✓   Approval of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Proicy ✓   Policy ✓   Tenant Involvement in Landlord Services ✓   Tenant Involvements ✓   Information to tenants ✓   Garages ✓   Greance and disposal of buildings ✓   Sale of dwellings ✓   Clearance and disposal of dwellings ✓   Calearance and disposal of dwellings ✓	Management of sheltered schemes			
Invision of temporary accommodation ·   Gypsies and travellers ·   Adaptations to HRA council stock ·   Right to buy ·   Valuations ·   Administration and calculation of discount ·   Approvals ·   Leasehold Management / Finance ·   Leasehold management ·   Approvals ·   Recovery of rent levels and fees(subject to changes in Government policy) ·   Recovery of other charges ·   HRA accounting returns ·   Insurance ·   Annual determination of fees to ALMO ·   Procurement ·   Policy ·   Letting of contracts in relation to delegated activities ·   Tenant horolvement in Landlord Services ·   Tenant consultation · ·   Information to tenants · ·   Reports to tenants · ·   Garages · ·   Clearance and disposal of dwellings · ·   Sale of wellings · · <t< td=""><td></td><td></td><td></td><td></td></t<>				
Gypsies and travellers ✓   Adaptations to HRA council stock ✓   Right to buy ✓   Valuations ✓   Administration and calculation of discount ✓   Approvals ✓   Leasehold Management / Finance ✓   Leasehold management ✓   Approval of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Letting of contracts in relation to delegated activities ✓   Tenant Involvement in Landlord Services ✓   Tenant participation ✓ ✓   Reports to tenants ✓ ✓   Garages ✓ ✓   Sale of wellings ✓ ✓   Clearance and disposal of dwellings ✓ ✓   Clearance and disposal of dwellings ✓ ✓   Compensation ✓ ✓			$\checkmark$	
Adaptations to HRA council stock ✓   Right to buy ✓   Valuations ✓   Administration and calculation of discount ✓   Approvals ✓   Leasehold Management / Finance ✓   Leasehold management / Finance ✓   Leasehold management ✓   Approvals of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Letting of contracts in relation to delegated activities ✓   Tenant participation ✓   Tenant participation ✓   Tenant participation ✓   Garages ✓   Tenant resource centres ✓   Clearance and disposal of buildings ✓   Sale of dwellings ✓   Clearance and disposal of buildings ✓   Clearance and disposal of dwellings ✓ <t< td=""><td></td><td></td><td></td><td>✓</td></t<>				✓
Right to buyValuationsAdministration and calculation of discountApprovalsLeasehold Management / FinanceLeasehold managementApproval of rent levels and fees(subject to changes in Government policy)Rent setting and accountingRecovery of rent arrearsRecovery of other chargesMRA accountancy including returnsInsuranceProcurementPolicyAnnual determination of fees to ALMOProcurementPolicyTenant Involvement in Landlord ServicesInformation to tenantsReports to tenantsGaragesGaragesSale of dwellingsClearance and disposal of buildingsSale of dwellingsCompensationPreparation of tenantsProgramme of service reviewsPreparation of tenantsPreparation of tenantsCompensationPreparation of tenantsPreparation of Bessel PlanPreparation of Service PlansPreparation of Bessel PlanPreparation of Bessel PlanPreparation of Belivery/Service PlansPreparation of Belivery/Service PlansPreparation of Belivery/Service PlansPreparation of Belivery/Service PlansPreparation of Belivery/	Gypsies and travellers	$\checkmark$		
Valuations ✓   Administration and calculation of discount ✓   Approvals ✓   Leasehold Management / Finance ✓   Leasehold management ✓   Approvals of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   HRA accountancy including returns ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Tenant Involvement in Landlord Services ✓   Tenant noulvement in Landlord Services ✓   Tenant noulvement in Landlord Services ✓   Reports to tenants ✓   Other Assets ✓   Garages ✓   Clearance and disposal of buildings ✓   Sale of dwellings ✓   Compensation ✓   Decanting of tenants ✓   Preparation of Best Plan ✓   Reports to tenants ✓   Charages ✓ <td>Adaptations to HRA council stock</td> <td></td> <td><math>\checkmark</math></td> <td></td>	Adaptations to HRA council stock		$\checkmark$	
Administration and calculation of discount ✓   Approvals ✓   Leasehold Management / Finance ✓   Leasehold management ✓   Approval of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   HRA accountancy including returns ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Letting of contracts in relation to delegated activities ✓   Tenant Involvement in Landlord Services ✓   Tenant nousultation ✓   Information to tenants ✓   Reports to tenants ✓   Garages ✓   Sale of dwellings ✓   Compensation ✓   Decarance and disposal of buildings ✓   Sale of dwellings ✓   Compensation ✓   Decanting of tenants ✓   Monitoring Arrangements For the ALMO ✓   Preparat	Right to buy			
Approvals ✓   Leasehold Management ✓   Leasehold Management ✓   Leasehold Management ✓   Leasehold Management ✓   Approval of rent levels and fees(subject to changes in Government policy) ✓   Ret setting and accounting ✓   Recovery of other charges ✓   HRA accountancy including returns ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Letting of contracts in relation to delegated activities ✓   Tenant Involvement in Landlord Services ✓   Tenant consultation ✓   Information to tenants ✓   Qarages ✓   Tenant resource centres ✓   Clearance and disposal of buildings ✓   Sale of dwellings ✓   Compensation ✓   Programme of service reviews ✓   Preparation of HRA Business Plan ✓   Preparation of Delivery/Service Plans ✓   Bidding for Capital Resources ✓ <td< td=""><td>Valuations</td><td></td><td>✓</td><td></td></td<>	Valuations		✓	
Approval ·   Leasehold Management / Finance ·   Leasehold management ·   Approval of rent levels and fees(subject to changes in Government policy) ·   Rent setting and accounting ·   Recovery of rent arrears ·   Recovery of other charges ·   HRA accountancy including returns ·   Insurance ·   Annual determination of fees to ALMO ·   Procurement ·   Policy ·   Letting of contracts in relation to delegated activities ·   Tenant Involvement in Landlord Services ·   Tenant consultation ·   Information to tenants ·   Reports to tenants ·   Garages ·   Garages ·   Clearance and disposal of buildings ·   Sale of dwellings ·   Compensation ·   Preparation of HRA Business Plan ·   Preparation of Deliver/Service Plans ·   Bidding for Capital Resources ·   Monitoring HRA Busters Plan ·   Monit	Administration and calculation of discount		✓	
Leasehold management ✓   Approval of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   HRA accountancy including returns ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Letting of contracts in relation to delegated activities ✓   Tenant Involvement in Landlord Services ✓   Tenant souttation ✓   Information to tenants ✓   Other Assets ✓   Garages ✓   Sale of dwellings ✓   Clearance and disposal of buildings ✓   Sale of dwellings ✓   Compensation ✓   Preparation of HRA Business Plan ✓   Preparation of Delivery/Service Plans ✓   Bidding for Capital Resources </td <td>Approvals</td> <td></td> <td></td> <td><math>\checkmark</math></td>	Approvals			$\checkmark$
Approval of rent levels and fees(subject to changes in Government policy) ✓   Rent setting and accounting ✓   Recovery of rent arrears ✓   Recovery of other charges ✓   HRA accountancy including returns ✓   Insurance ✓   Annual determination of fees to ALMO ✓   Procurement ✓   Policy ✓   Letting of contracts in relation to delegated activities ✓   Tenant Involvement in Landlord Services ✓   Tenant participation ✓   Tenant novlvement in Landlord Services ✓   Information to tenants ✓   Qther Assets ✓   Garages ✓   Sale of dwellings ✓   Clearance and disposal of buildings ✓   Sale of dwellings ✓   Compensation ✓   Programme of service reviews ✓   Preparation of HRA Business Plan ✓   Preparation of Delivery/Service Plans ✓   Monitoring Arrangements for the ALMO ✓   Monitoring HRA Budget ✓	Leasehold Management / Finance			
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Insurance✓Annual determination of fees to ALMO✓Procurement✓Policy✓Letting of contracts in relation to delegated activities✓Tenant Involvement in Landlord Services✓Tenant participation✓Tenant consultation✓Information to tenants✓Reports to tenants✓Garages✓Garages✓Clearance and disposal of buildings✓Sale of dwellings✓Compensation✓Decanting of tenants✓Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring HRA Budget✓Monitoring delivery/ and service plan achievements✓	HRA accountancy including returns		✓	
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Tenant Involvement in Landlord Services✓Tenant participation✓Tenant consultation✓Information to tenants✓Reports to tenants✓Other Assets✓Garages✓Tenant resource centres✓Clearance and disposal of buildings✓Sale of dwellings✓Clearance and disposal of dwellings✓Compensation✓Decanting of tenants✓Housing Benefit and Council Tax Administration✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring HRA Budget✓Monitoring HRA Budget✓Monitoring delivery/ and service plan achievements✓	Letting of contracts in relation to delegated activities		✓	
Tenant consultation✓Information to tenants✓Reports to tenants✓Other Assets✓Garages✓Tenant resource centres✓Clearance and disposal of buildings✓Sale of dwellings✓Clearance and disposal of dwellings✓Compensation✓Pecanting of tenants✓Housing Benefit and Council Tax Administration✓Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring Arrangements for the ALMO✓Monitoring HRA Budget✓Monitoring HRA Budget✓				
Tenant consultation✓Information to tenants✓Reports to tenants✓Other Assets✓Garages✓Tenant resource centres✓Clearance and disposal of buildings✓Sale of dwellings✓Clearance and disposal of dwellings✓Compensation✓Pecanting of tenants✓Housing Benefit and Council Tax Administration✓Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring Arrangements for the ALMO✓Monitoring HRA Budget✓Monitoring HRA Budget✓	Tenant participation		✓	
Reports to tenants✓Other Assets✓Garages✓Tenant resource centres✓Clearance and disposal of buildings✓Sale of dwellings✓Clearance and disposal of dwellings✓Clearance and disposal of dwellings✓Compensation✓Decanting of tenants✓Housing Benefit and Council Tax Administration✓Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring Arrangements for the ALMO✓Monitoring HRA Budget✓Monitoring delivery/ and service plan achievements✓			✓	
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Garages✓Tenant resource centres✓Clearance and disposal of buildings✓Sale of dwellings✓Clearance and disposal of dwellings✓Clearance and disposal of dwellings✓Compensation✓Decanting of tenants✓Housing Benefit and Council Tax Administration✓Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring Arrangements for the ALMO✓Monitoring delivery/ and service plan achievements✓	Reports to tenants		$\checkmark$	
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Housing Benefit and Council Tax Administration ✓   Programme of service reviews ✓   Preparation of HRA Business Plan ✓   Preparation of Delivery/Service Plans ✓   Bidding for Capital Resources ✓   Monitoring Arrangements for the ALMO ✓   Monitoring HRA Budget ✓   Monitoring delivery/ and service plan achievements ✓				$\checkmark$
Housing Benefit and Council Tax Administration✓Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring Arrangements for the ALMO✓Monitoring HRA Budget✓Monitoring delivery/ and service plan achievements✓	Decanting of tenants		✓	
Programme of service reviews✓Preparation of HRA Business Plan✓Preparation of Delivery/Service Plans✓Bidding for Capital Resources✓Monitoring Arrangements for the ALMO✓Monitoring HRA Budget✓Monitoring delivery/ and service plan achievements✓		$\checkmark$		
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Monitoring HRA Budget✓Monitoring delivery/ and service plan achievements✓				
Monitoring delivery/ and service plan achievements				$\checkmark$
				$\checkmark$
	Liaison with ALMO on regulatory body requirements			$\checkmark$